Humanitarian Supply Management System
SUMA

SMS
Field Unit

USER'S MANUAL

VERSION 5.1 for Windows

Pan-American Health Organization
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SUMA, a system developed by the Pan American Health Organization, acknowledges the generous financial support of the Government of The Netherlands since 1992, and recently the European Community Humanitarian Office (ECHO).

1. Introduction

The Humanitarian Supply Management System (SUMA) was launched as a collective effort by the countries of Latin America and the Caribbean, with the technical support of the Pan American Health Organization (PAHO). Since 1992, it had also enjoyed the financial support of the people and government of the Netherlands. Its objective is to improve relief supply management in the event of a disaster or emergency. The system is meant to work regardless of whether these supplies come from other cities or regions within the affected country, or have been provided by the international community. Recently, the European Union's Office for Humanitarian Assistance (ECHO) has also contributed to the initiative. **SMS** stands for **S**upply **M**anagement **S**oftware.

Problems with the arrival of unsolicited supplies

In the aftermath of a disaster, one of the main problems confronting national or authorities is identifying accurately what relief supplies have arrived, where they have been stored, and how useful they are. Often, well-meaning but misinformed donors send items that are not particularly useful, given the nature of the emergency as well as conditions on the ground.

Strictly speaking, this is a technical problem, but it has serious repercussions for policy implementation[1], given the following factors:

1. All too frequently, the storage space, transport, and human resources dedicated to relief supply management are scarce and must be allocated as efficiently as possible.
2. Technical information about arriving supplies is often lacking, making it harder to allocate them.
3. Because of these problems, the donors and the media get a negative impression of relief management efforts, through no fault of the disaster managers themselves.

SUMA's objective

SUMA's objective is to prevent relief supply management inefficiencies by promoting a systematic approach involving trained staff, sound classification procedures, and a user-friendly, flexible information technology mechanism to ensure that incoming supplies are properly sorted, inventoried, and prioritized at their point of entry. The following steps are taken to maximize supply allocation effectiveness:

[1] *Disasters, Preparedness, and Mitigation in the Americas*. January 1993, SUMA.

- Trained health staff sort and classify supplies as they arrive.
- Labels are attached to the incoming boxes and/or packages with the following information:
    - Distribution priority.
    - Whether the consignment contains health care items, including drugs and other medical supplies.
    - Whether items need refrigeration.
- An inventory is kept of the valuable items that arrive, based on technical and operational criteria.
- Donations are registered at the point of entry using a computerized system.
- National authorities receive daily reports detailing the name of the donors, the recipients, and the type of supplies provided, etc.
- The country's efficiency is demonstrated by the use of advanced technology.
- Visitors obtain a favorable impression of emergency management efforts.
- Donors are sent an immediate confirmation via fax or e-mail as soon as the supplies have reached their intended recipient.

To attain this objective, all donations, regardless of their origin or ultimate recipient, are processed at the point of entry using the SUMA system before they are delivered. This requires that relief management organizations and institutions, whether governmental or non-governmental, cooperate closely to adopt operational policies and strategies before a disaster strikes.

As countries gain experience in the use of SUMA, they often start implementing it to meet goals that were not included in the original SUMA project. A case in point is the use of SUMA to keep track of supplies provided by local, rather than international, donors. Similarly, the system has been implemented at the local level to set up two field units, one to receive incoming donations and the other to distribute them on the ground. Regardless of how the system is adapted to local needs, it must be stressed that SUMA need not be used only for large-scale emergencies that require international support, but also can be used locally whenever the need arises to receive or mobilize supplies.

System components

The system has three levels:

- SUMA CENTRAL
- The Field Unit
- Warehouse Management

SUMA CENTRAL is designed to operate at emergency management headquarters, i.e., the facilities where national authorities are managing a disaster or emergency.

At this level, the main tasks are to:

- Establish the criteria to be used by the Field Units, such as reception sites, consignment directories, definition of the main user, etc.
- Create Field Units.
- Consolidate the information sent by the Field Units.
- Respond to queries and prepare reports to support the decision-making process and promote inter-institutional coordination.
- Maintain the program tables (lists).

FIELD UNITS are designed to work at the points of entry (e.g., borders, ports), and at local collection centers where supplies arrive during an emergency, such as airports, collection sites, etc.

The main tasks at this level are to:

- Sort incoming supplies and label them URGENT – FOR IMMEDIATE DISTRIBUTION, FOR NON-URGENT DISTRIBUTION, and NON-PRIORITY ITEMS.
- Classify supplies by category and subcategory, and itemize them.
- Reply to selective queries about available items.
- Prepare reports on consignments that have arrived at that field unit.
- Provide receipts for recipients to fill as proof of delivery.
- Consolidate all relevant data on diskettes to be sent to SUMA CENTRAL

The SUMA Field Unit team also uses paper forms in case the computers fail, or whenever the logistics of data collection requires their use.

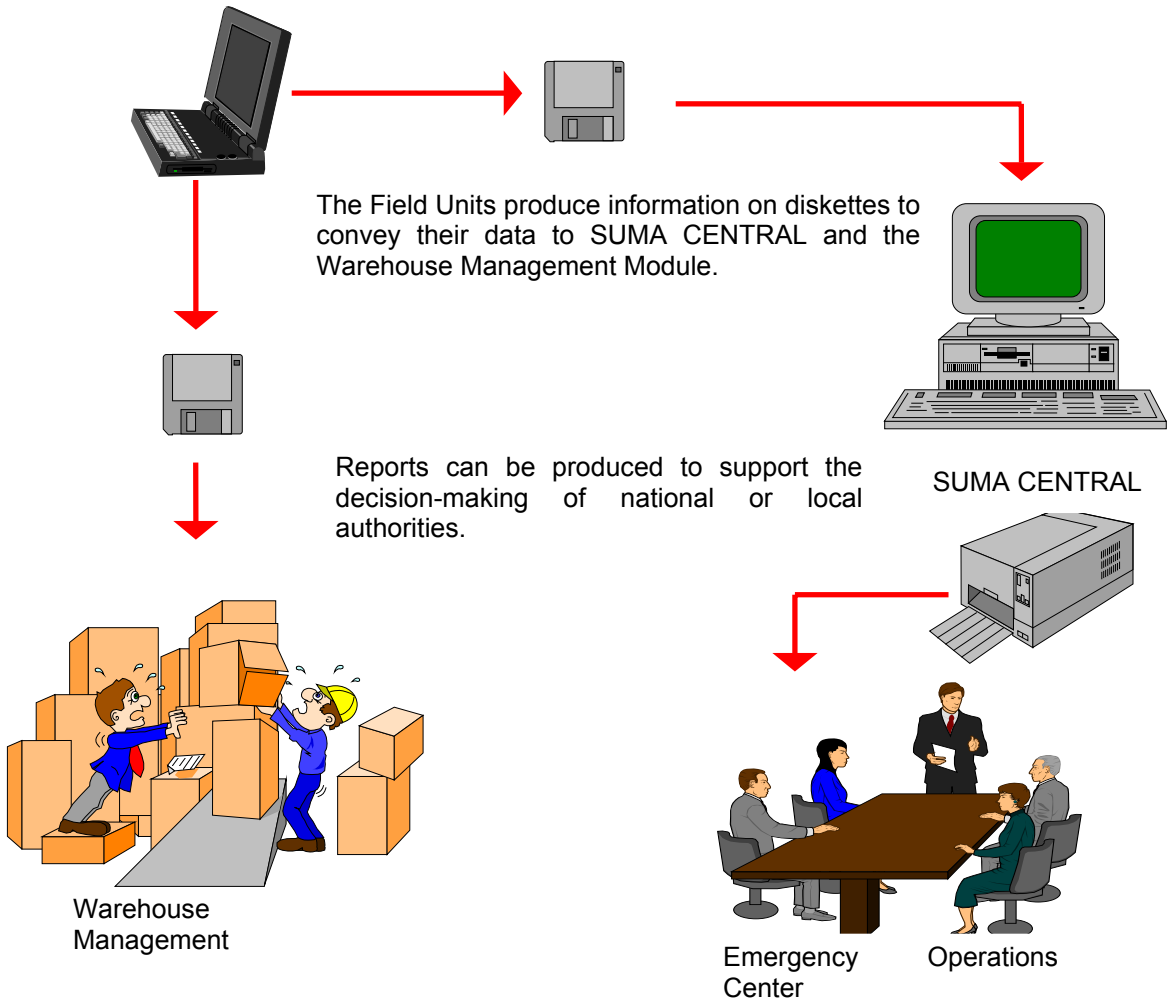
The **WAREHOUSE MANAGEMENT** Module is a tool that registers the arrival of supplies to storage centers or warehouses and their departure for distribution. These warehouses receive supplies as well as electronic tracking information sent by the Field Units or SUMA CENTRAL. In this way, institutions can coordinate the internal management of relief supplies or their distribution to other facilities or organizations involved in disaster relief efforts.

The main tasks carried out at this level are:

- Keeping track of the local inventory.
- Preparing reports on stocks and deliveries, according to several criteria and categories.

- Following up on the inventory in other warehouses, whether they are branches of the current warehouse or separate collection centers.

The following chart provides a functional vision of the system:


The Field Units produce information on diskettes to convey their data to SUMA CENTRAL and the Warehouse Management Module.
SUMA CENTRAL
Reports can be produced to support the decision-making of national or local authorities.
Warehouse Management
Emergency Center
Operations

The Consignment

A **consignment** is a set of supplies **that the same sender sends to the same recipient and that arrives at the same time by the same means of transport**. It is the basic unit of reference for the system. The entire process of classifying and manipulating data on incoming supplies focuses on consignments.

The **point of entry** is the place where consignments arrive: sea and river ports, airports, customs offices, warehouses, etc.

The following examples may illustrate these concepts, assuming that the supplies arrive by the same **means of transport**:

- A ship arrives with a load of eight tons of wheat sent by the WFP to the Costa Rican Red Cross. It is a single item, sent by a single sender, and meant for a single recipient; therefore it will be registered as one consignment.
- A plane arrives with consignments for several recipients in Honduras. Three institutions or groups in Mexico have sent them:
    - Civil Defense sends various supplies to the Permanent Emergency Commission.
    - The Mexican Ministry of Health sends medical supplies to their Honduran counterparts.
    - The Honduran community in Mexico City sends food and clothing to the Red Cross for distribution in Honduras.

Facilities Even though they all arrive on **the same flight**, from **the same country**, they come **from different organizations** and **have different recipients**, so they must be registered as **three** separate consignments.

Another case might be that one organization sends supplies to four different recipients within the same country. Alternatively, whether because of their bulk or due to transport limitations, relief supplies are sent to the same recipient by the same organization on four separate flights. In either case, we must record them as **four** consignments.

Activities in the supply reception

Before supplies can be delivered to their intended recipients, three steps must be taken:

-Sorting
-Classification
-Inventory

Sorting

Supply management and distribution priorities are determined by the guidelines set forth by the emergency management agency or the SUMA Team Coordinator. These priorities depend on the type of disaster and the national or local needs. For instance, in the event of an earthquake, medical supplies for the treatment of wounds and fractures would be crucial; in the case of floods, priority items would include food and water.

All incoming boxes and packages must be sorted and then labeled and color-coded so as to show clearly their level of priority. Moreover, health supplies

must be identified with an additional **green label**. SUMA's priority levels and corresponding color codes are the following:

- Priority 1: **URGENT – FOR IMMEDIATE DISTRIBUTION**. These items must be distributed immediately at the site of the emergency. Label color: **Red**.

- Priority 2: **FOR NON-URGENT DISTRIBUTION**. These items are not urgently needed during the critical phase of the emergency, but may be useful later, during the reconstruction or development phases. Label color: **Blue**.

- Priority 3: **NON-PRIORITY ITEMS**. Some supplies may already have expired, or they have been damaged in transit. It may be impossible to identify them, or for any other reason they will be useless in the context of the current emergency. Alternatively, they may have been packed together in such haphazard fashion that it would be impossible to sort them efficiently during the critical stage of the emergency. In these cases, recipients may classify these items later, when human resources are not so pressed for time. Label color: **Black**.

For instance, in the disasters that took place in the Americas in the last decade, donations of pharmaceutical products broke down as follows:

- 15% were used immediately.
- 15% had no immediate use, but were used later after being stored safely.
- Approximately 70% had expired or were otherwise unusable.

Expired drugs may remain effective between three and six months after the expiration date. Depending on the importance of the drugs to the emergency, they might be classified as priority items for immediate distribution, indicating that they have expired and require a laboratory analysis to obtain a new certification. Health authorities should make such decision.

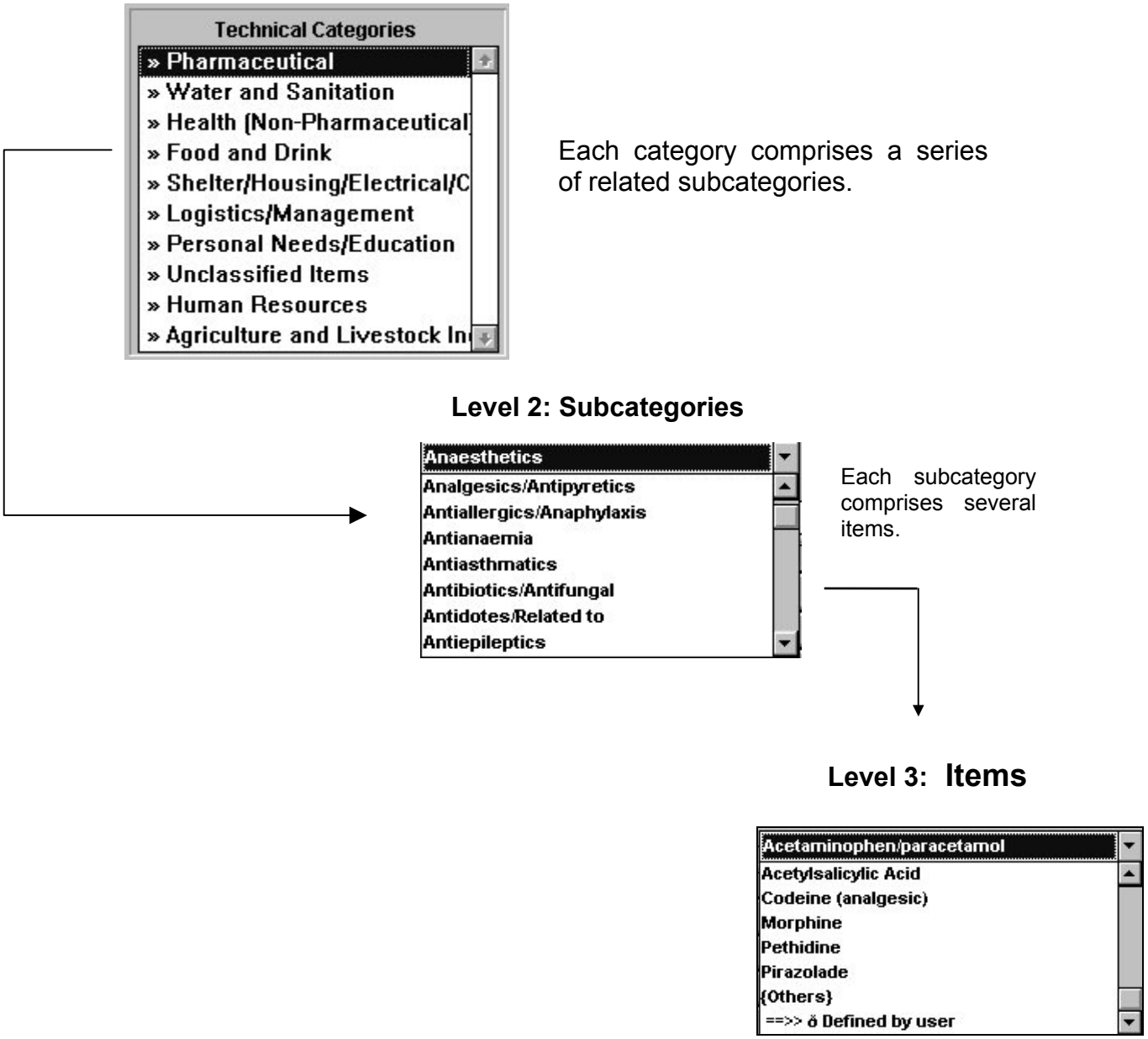
Classifying

Within the SUMA system, relief supplies fall into one of the following ten technical categories:

Pharmaceuticals	Shelter/Housing/Electricity/Construction
Water and Environmental Sanitation	Logistics / Administration
Health (Non-Pharmaceutical)	Human Resources
Food and Drink	Agriculture (including Livestock supplies)
Personal Needs/Education	Unclassified Items

The basic recording unit in each consignment is the **item**. Examples include wheat, canned soups, aspirin and lidocaine. Each item can be identified by a series of characteristics such as its generic and brand names, its presentation and packaging unit (pills, kilograms, boxes or bags), and the total quantity received.

Each item falls within a category and a subcategory. For instance, an ambulance would be an item that would fall within the “Health” category and the “Transport of patients” subcategory.



In other words, every record must include the fields Category, Subcategory and Item. The only exception is the Unclassified category, where items are listed according to Category and General Type of Supply.

The Unclassified Items category enables the staff at the point of entry to deal with expired items, items that are unknown or unusable, or items that are to difficult to sort on the spot and must be classified eventually by the recipient when time and manpower allows, during or after the emergency.

Inventory

The inventory stage makes its possible for daily reports to be sent to the relevant national or local authorities on what supplies have been received and other relevant data, including the sender, the intended recipient, the categories of the supplies received, their quantity, and so on. Recipients can then make informed decisions on how to allocate these resources and otherwise manage the emergency. They can also notify donors directly of the arrival of their consignments.

2. Installing the SMS Field Unit Module

Technical requirements

1. The minimum hardware and software requirements to install a field unit are:

Computer Requirements	
Processor	486 or higher.
RAM	8 MB or higher.
Use of mouse	Recommended.
Operating System	Windows 3.x, Windows 95, Windows 98
Free space on hard disk	40 MB (minimum)
Printer	Dot matrix, inkjet or laser.
Floppy disk unit	3.5", 1.44 MB
Additional drives	CD ROM Unit.

2. Please verify that the date and time reported by the operating system are correct. This is important because SUMA software relies on the computer's date and time keeping making accurate reports of incoming consignments and other data.

Installing SUMA Field Unit

1. Insert installation disk 1 in the 3.5" floppy disk drive, selecting A: or B: as the case may be. This installation disk is created with the SUMA CENTRAL Module.
2. Locate the **SETUP.EXE** file on the disk and make it execute by double-clicking on the name with the mouse. A setup screen will appear and guide you in the installation process.
3. The program will ask for the remaining diskettes, in sequence (#2 and #3) in order to complete the installation.

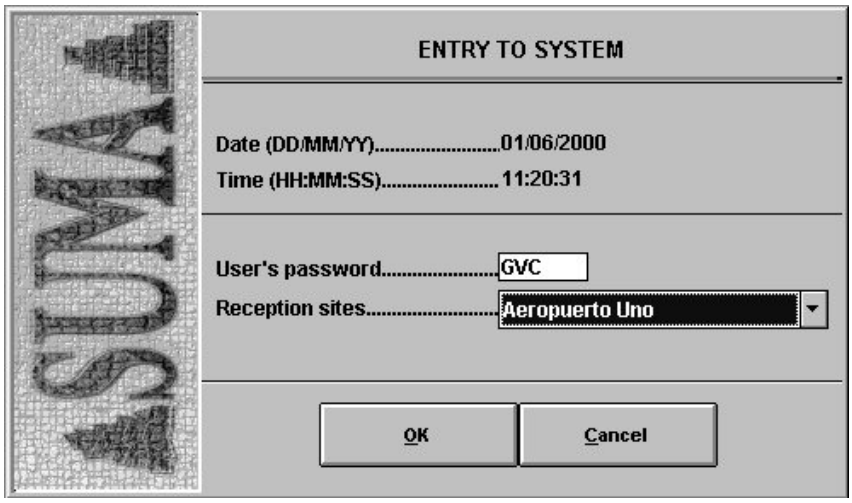
When you are finished installing the software, remove the last diskette from your computer drive and save the diskettes as a backup in case you need to reinstall. However, you should not have any need for the diskettes on a daily basis, since the software will have been installed on your hard disk.

If no problem has occurred during the installation, the program should start up by itself the first time and show a dialogue box asking for the password to get into the program. Type it in and choose <OK>.

Launching a work session

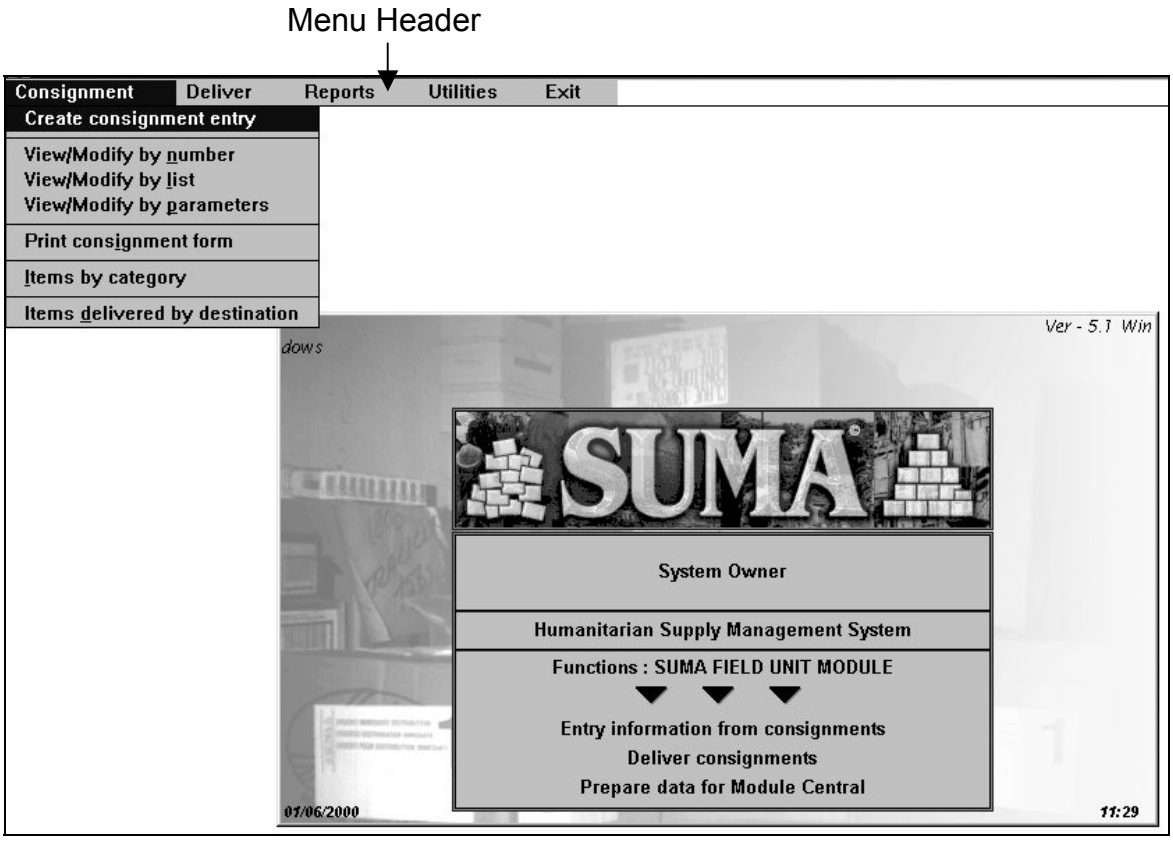
Hit the Windows <Start> key [⊞], select Programs, and look for SUMA on the list. Click on it, and then click on SUMA UNIT or hit <Enter>. If you are using Windows 3.x, look for the SUMA Program Group and hit <Enter> or double-click on the FIELD UNIT icon. Next the program will ask for your password. If the password is valid, the program will start. If it isn't, you will return to Windows. If this occurs, verify your password with the SUMA CENTRAL Administrator, since it was he or she who assigned the user passwords for each Unit.

Next, the program will ask you to select a Reception Site. All of this information has already been defined in SUMA CENTRAL.



The Main menu

The pull-down menus are the means by which you communicate with the application. There you will find most of the operations and actions needed to access the various modules for data input and output. Clicking on them with the mouse or using the keyboard can activate them. The components of the menu are displayed, as in the following image:



Selecting the various options

With the keyboard

1. When you start the program, the default option will be. Consignments. To select another heading, use the left (←) and right (→) arrow keys on the SUMA FIELD UNIT pull-down menu.
2. Use the Up Arrow (↑) or Down Arrow (↓) keys to move up or down the pull-down menu until you select the option you want, then hit the <Enter> key. Another option is to use “Hot Keys”: type the letter that is underlined in the name of each menu option.

With the mouse

1. Place the mouse pointer over the option you are interested in and click on it to display the pull down menu.

2. Point at the command you want to execute and click on it.

If you do not know which Field Unit you are working at, or the defined operation site, or if other consignments have been recorded before you came, you may select the **About this Unit** option from the **Utilities** menu, which contains information regarding the Field Unit number, the quantity of consignments recorded, the reception site and the space available on the hard disk.

Importance of backing up your data

No computer or software application can offer perfect protection for your data, particularly considering the conditions in which SUMA teams often have to work. The only way to protect your data is to perform regular backups onto diskettes. Version 5.1 of the SUMA Field Unit module includes a backup procedure, as well as a Restore Data option in case the data have been accidentally erased from the hard disk. These options are available from the **Utilities** pull-down menu, which will be discussed in a later chapter.

Ending your work session

To end your work session, go to the Exit pull-down menu and select the **Exit this program** option, which appears in the following illustration:

3. Adding a consignment record

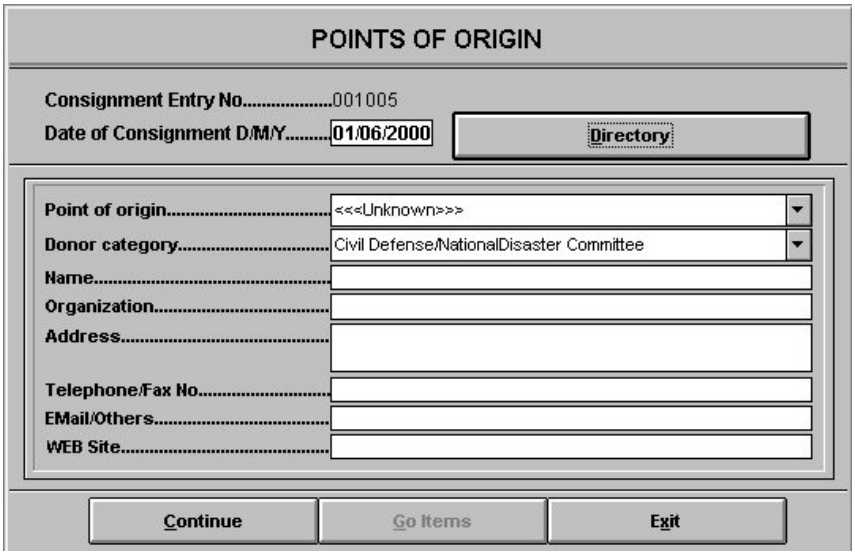
To add a new record on an incoming consignment, select the <Consignments> option from the Main Menu, then <Create a consignment>. When you select this option, the system launches the process of creating a new consignment record, which involves four steps:

- Defining the consignment's unique identification number.
- Defining the consignment's point/place of origin.
- Defining general information about the consignment.
- Adding the items (the kinds of supplies) that make up the consignment.

Identifying the consignment

This is the information that enables you to identify the sender, the recipient, as well as some general information about the consignment, such as the means of transport used, the estimated total value, and the number of packages or bundles.

After selecting the <Consignments> option in the main menu, the program will display a dialogue box with information about the origin or source of the consignment:



Consignments are identified with a unique, consecutive number that is assigned automatically every time the <Create a Consignment> option is selected.

The first field that must be filled is **Consignment Date**. The next field is **Directory**; it lists the organizations or individuals that have sent consignments

or are likely to do so, in order to prevent having to enter the same information again and again. The Directory is initially created at the Central Level, and must be updated as new senders emerge.

Point of Origin: This is a list of countries and of several international, intergovernmental or bilateral organizations involved in relief and disaster management, such as UNICEF. To select one, do the following:

With the keyboard:

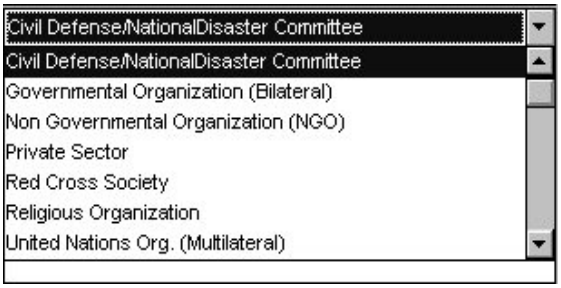
1. Hit <Enter> when the cursor is on the highlighted space next to the **Point of Origin** title.
2. Use the Up and Down arrow keys to move the cursor up and down the list until you find the information you want.
3. Once the correct point of origin has been selected, hit <Enter> once again.

If you type the first letter of the country you are looking for, the cursor will move up or down (regardless of its current position) towards the first country name that begins with that letter. This can be a real time saver. For instance, if you want to select Colombia, type C and then use the Down Arrow key (↓) until Colombia is highlighted.

With the mouse:

1. Place the mouse pointer over the names box.
2. Click on the mouse's left button and do not release.
3. Wander over the list and place the pointer over the name you want, then release the button.

The next option is **Donor Category**:



Options are accessed and selected in the same way as in **Point of origin**.

After you have made your choice, the following fields will appear: Name, Organization, Address, Telephone/Fax, Email, and Web site. This information

should be entered as comprehensively as possible, so that the contact list remains up to date and donors can receive notification of the arrival of their donations.

When you fill in the last field, the buttons on the lower end of the dialogue box will automatically become active in order to give you access to several choices. You may proceed as follows:

With the keyboard:

1. Use the Up and Down arrow keys to shift between buttons until you find the one you want.
2. Once chosen, hit <Enter> once again.

With the mouse:

1. Place the mouse pointer over the desired button.
2. Click.

When you are in a dialogue box (data entry form), you may modify the data or choose the options available, either by moving around the screen with the arrow keys or by pointing and clicking at the desired option with the mouse.

There are three options at this stage:

<Continue>: Go on to the next window.

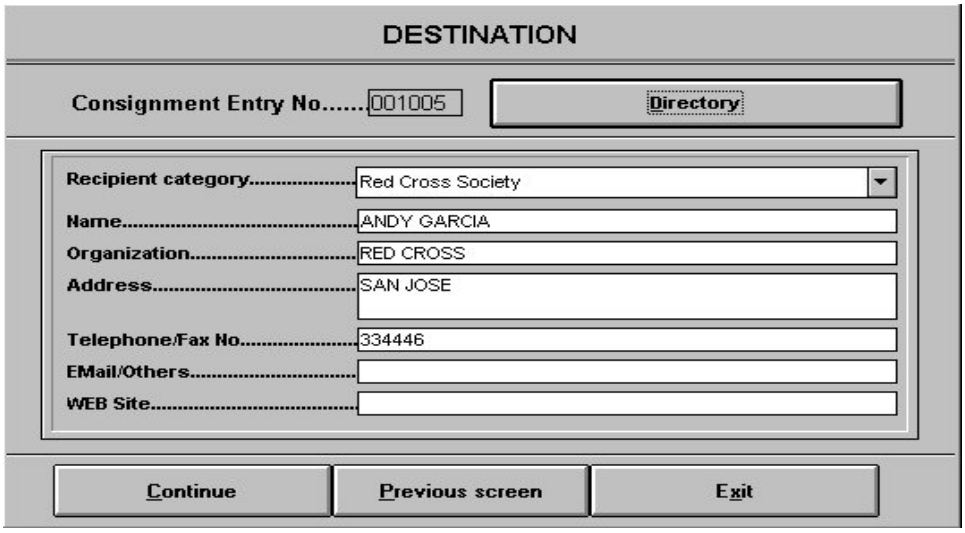
<Go to items>: During the consignment-recording phase, this option is unavailable, which is the reason it appears dimmed on screen. The option will be discussed in another chapter below.

<Exit>: This option enables you to stop entering consignment identification data. When you select it, the following dialogue box will appear to ask if you wish the data to be recorded:

If you choose **Yes**, the program will store all the information that has been entered so far and return to the main menu window. If you choose **No**, you will return to the main menu without recording the latest entry, and the consignment will not be included in the database. **Cancel** takes you back to the previous window.

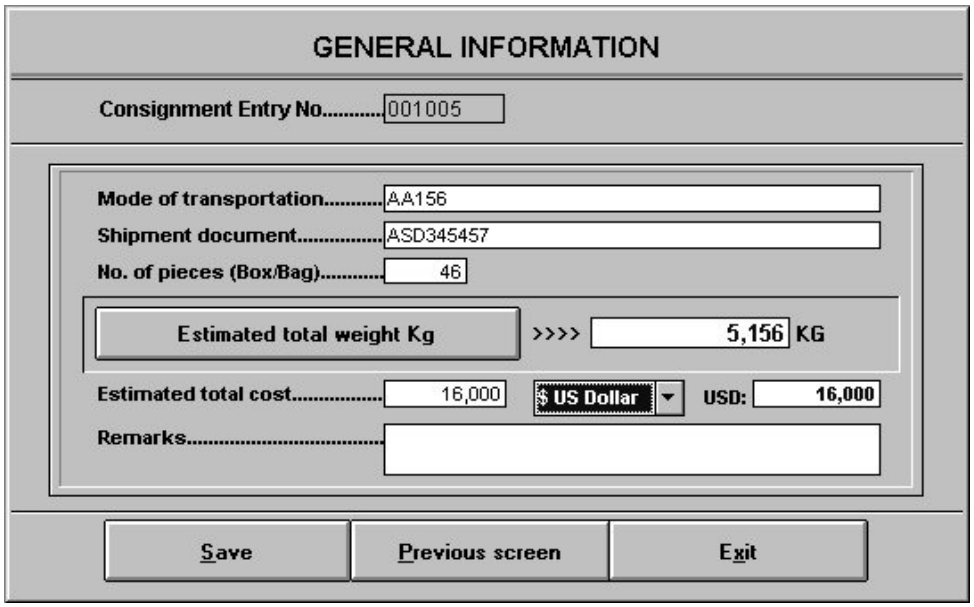
Hitting the <Esc> key will always produce the same effect as selecting **Exit** from the menu.

If you choose **Continue**, a dialogue box will appear to identify the institutional or individual recipient:

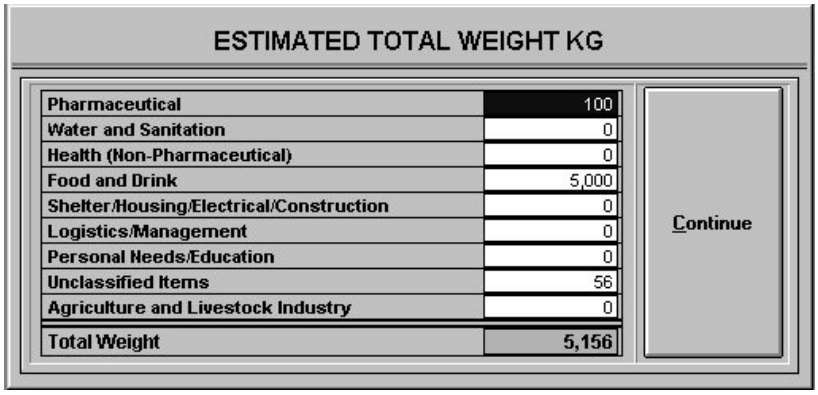


The way to select and edit options in this window is the same as in the **Point of Origin** window. With the **Previous Screen** option you can go back to the previous record for reference or modification. Remember, the Continue and Previous Screen options allow you to move between records. Using the mouse makes it easier to move between records.

Once the information entry is complete, you will see a window with general information about the consignment:



In the **Means of Transport** area, you may not only identify the means of transport itself but also include descriptive information, such as the name of the transport company or the flight number, say AA 560.
The **Total Estimated Weight in Kg** field opens a new dialog box in which you can enter the general weight per category of the supplies received in the current consignment.



It is very important to record this information, because it makes it possible for all relevant users in the future to have access to general information by category about the weight of the supplies that have come in, both at the Field Unit and the SUMA Central level.

Estimated Total Cost enables you to enter the reported value of the incoming supplies in the currency you select. Once the amount has been entered, the cursor will move automatically to a currency selection drop-down list. At this point, you may:

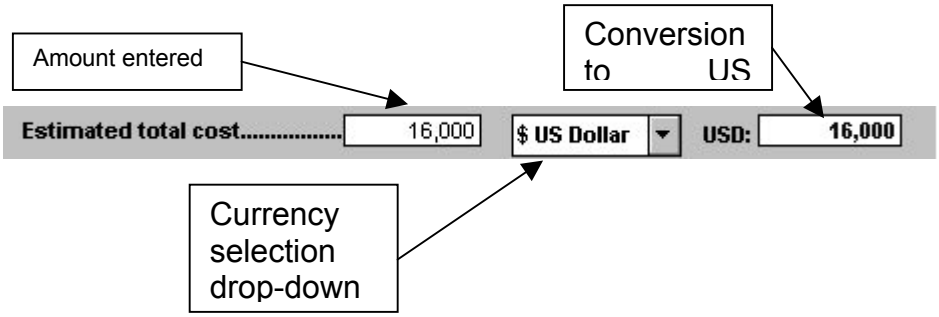
With the keyboard

1. Hit <Enter> to display the drop-down list.
2. Use the Up and Down Arrow Keys to scroll through the list until you find the option you want.
3. Once the option is highlighted, hit <Enter> once again.

With the mouse:

1. Place the mouse pointer over the drop-down list.
2. Click on the right mouse button and do not release.
3. Move through the list until the pointer is over the name you want, then release the button.

The program will automatically convert the amount to U.S. dollars based on the exchange rate defined by SUMA Central. If you cannot find the currency you need, select {Not available} at the end of the list.



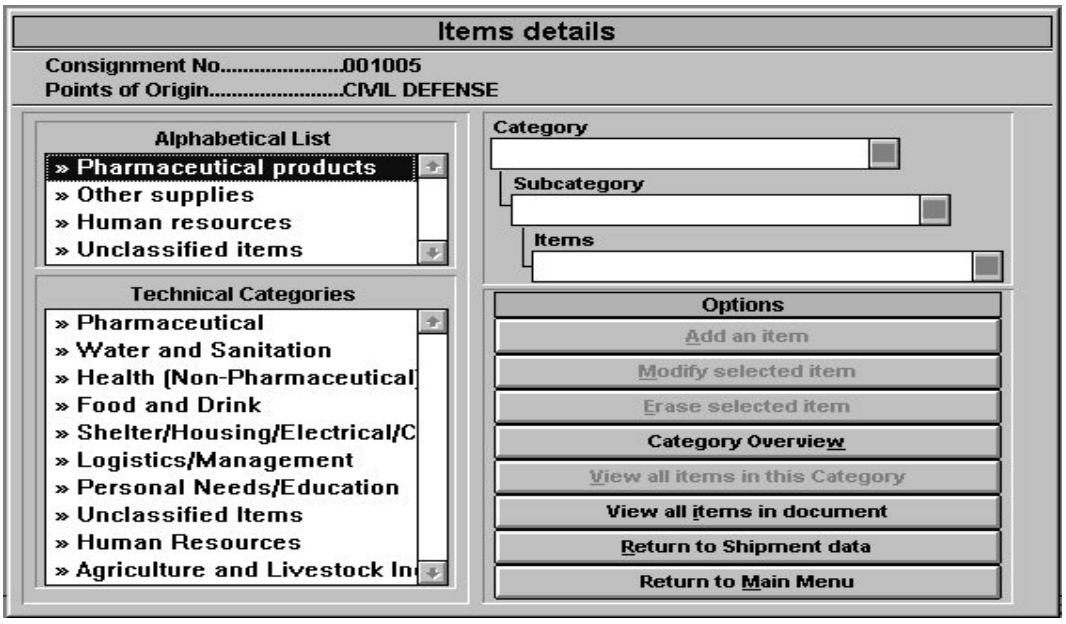
The Observation field is an open entry area where you can enter any information you may consider relevant to the consignment.

Entering incoming supplies

The arrival of items may be entered using two methods:

a. By Alphabetic List
b. By Technical Categories

Once the consignment identification information has been recorded, you may return to the main menu by using the **Exit** option or selecting **Save**. If you choose the latter, you will see the following window, known as the Item Main Management Window:



Selecting the data search mode you prefer can be done with the keyboard or the mouse.

With the keyboard

1. Use the Left and Right Arrow Keys to move among the options.
2. When the cursor is placed over the chosen option, it will be highlighted.
3. To complete your selection, hit <Enter>.

With the mouse

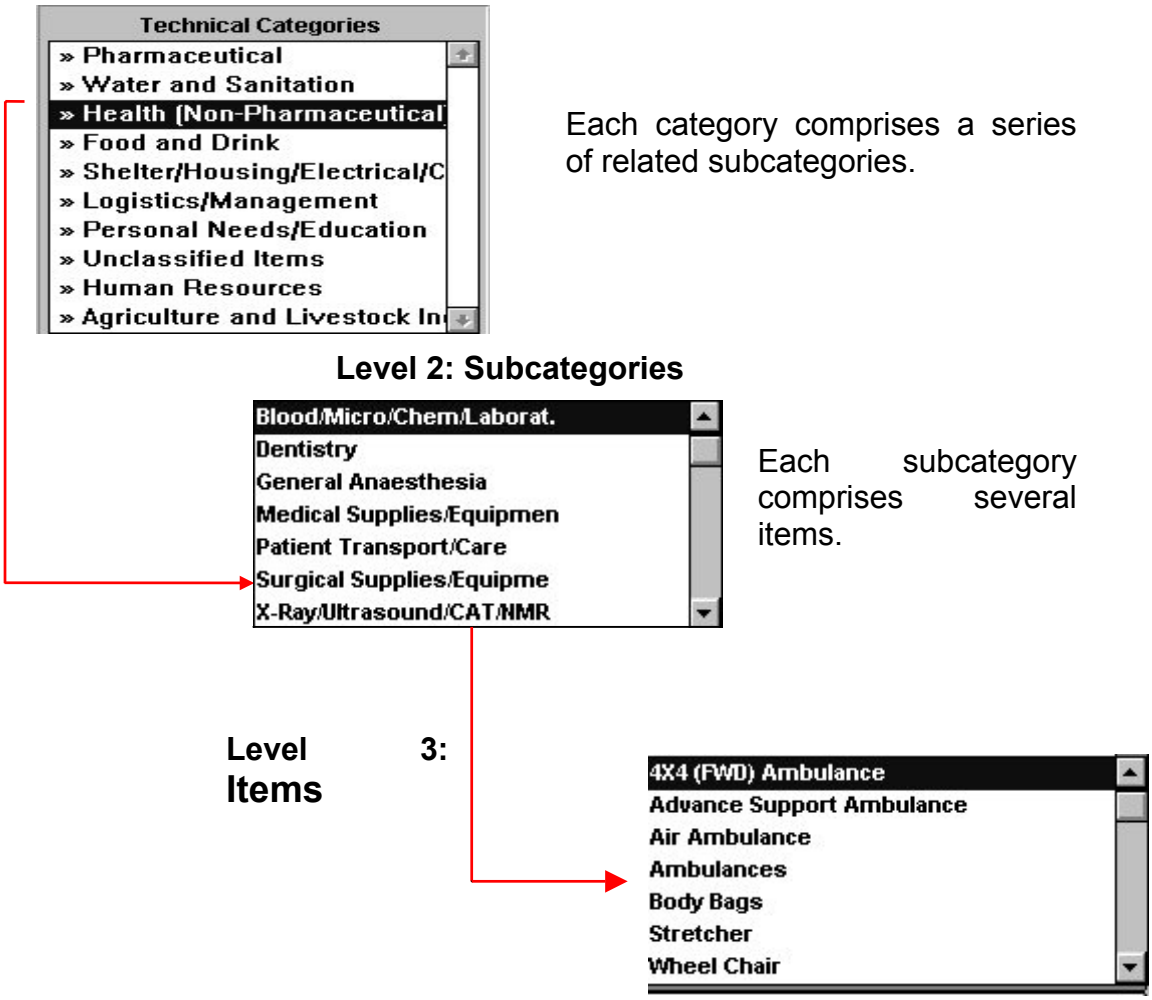
1. Place the mouse pointer over the option you prefer and click to activate.
2. Point at the part of the screen that displays the selected option and double click to go back to data entry.

Item classification criteria

Each one of the different types of supplies that are included in a consignment is the *basic record unit*, or **item**. Wheat, canned soups, and aspirins are all examples of items. Several characteristics help to identify each item, such as its brand name, presentation unit and packaging (tablets, kilograms, boxes or bags), and the total quantity received.

Each item is related to a category and one of the category's subcategories. For instance, an item such as "Ambulance" is part of the Health category, in the Patient Transport and Management subcategory.

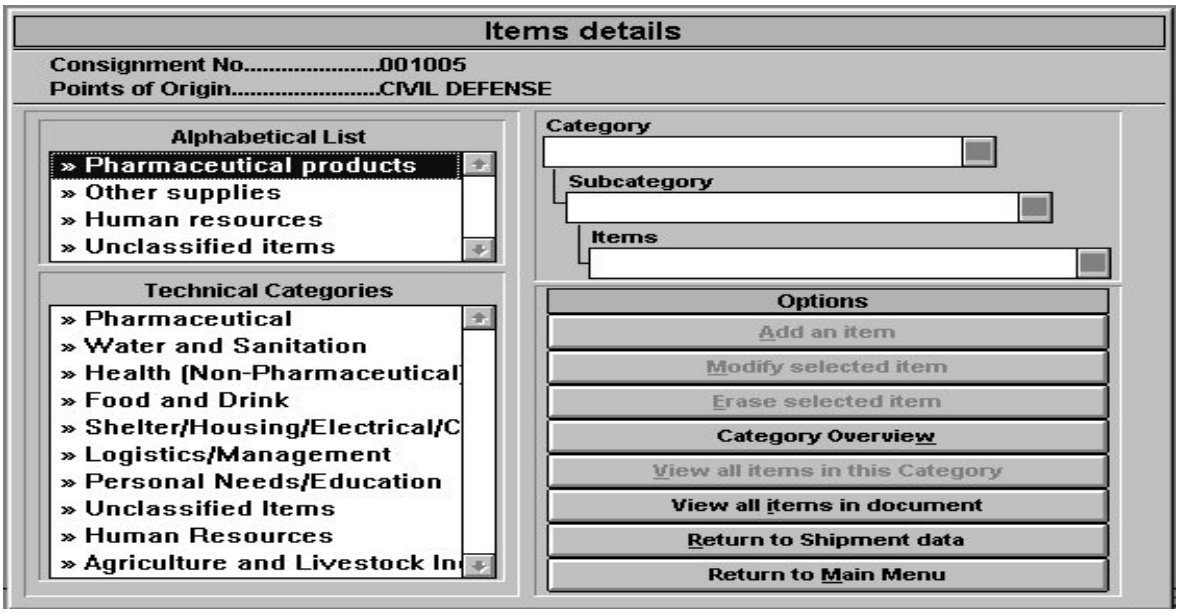
Level 1: Categories



In other words, every record must include entries in the Category, Subcategory and Item fields. The only exception is the Unclassified category, where items are listed exclusively according to Category and Subcategory, or General Supply Type.

Data entry

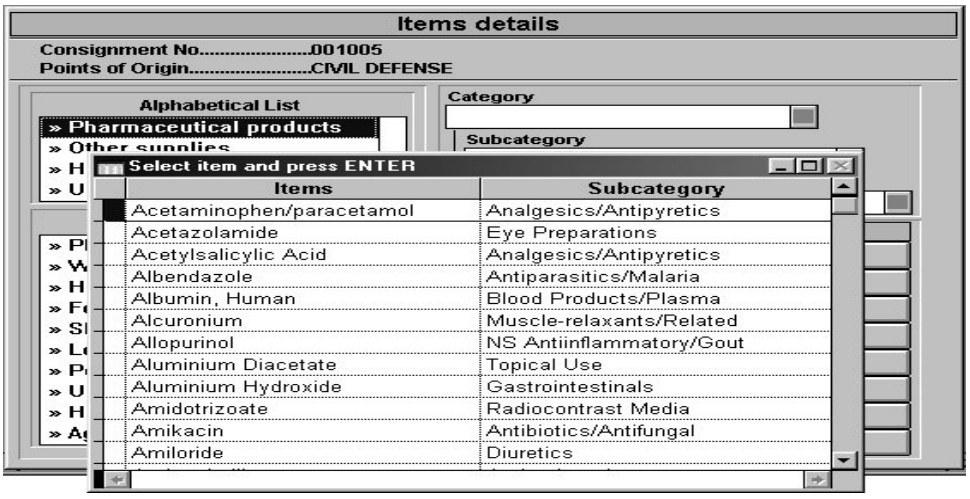
Once the consignment information has been entered (Source, Recipient, and General Information), the program will display the following dialogue box, where the consignment number and the source/origin are presented automatically:



There are two basic options for item entry:

Data entry by alphabetical lists

When you select this option, four generic lists will appear. If you select any one of them, you will see a list of Items and Subcategories in alphabetical order.



With the keyboard:

1. Use the Down Arrow Key (↓) or the Right Arrow Key (→) to move around the options until the right list appears. It should change color, or tone if your monitor is monochromatic. Hit <Enter>.

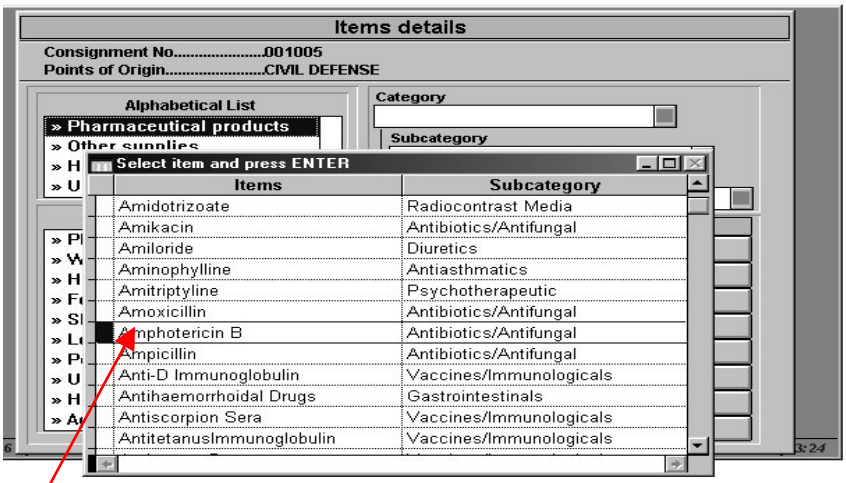
2. The “Drugs List” will be selected automatically.
3. To select another list where you would like the supply to be classified, use the Up and Down Arrow Keys and hit <Enter>. A list in alphabetical order with the names of the items will appear.
4. Again, use the Up and Down Arrow Keys to move among the options and place the cursor over the item you are interested in. Hit <Enter> to select or <Esc> to cancel the operation and return to the previous window.

Depending on the classification category, the presentation, and the item’s information requirements, the characteristics screen will vary. However, there are four main categories: Drugs, Other Supplies, Human Resources, and Non-classified.

An alternative and more efficient search system when going over the items list is the one known as **Incremental Search**.

An alternative and more efficient search system when going over the items list is the one known as **Incremental Search**.
Incremental search ensures that the item for which you are searching is only a few keystrokes away. Enter the **first few letters** of the item you want. As you type each letter, the cursor will rush to the first item that fits the pattern. For instance, if you are searching for Ampicillin, as you enter the name, the cursor will move first of all to the first of the supplies beginning with “A”, then to the first supply beginning with “Am”, and so on, until you find the item you want or the cursor places itself at the end of the list to indicate that no recorded items match the pattern.

If you were to type “ampici”, for instance, this would be the result:



You may see what you are typing in the Search Criterion Text Box in the upper right hand corner. If you make a typing mistake and the cursor moves to the end of the list, erase the characters typed in the text box using the <Backspace> key. Hit <Enter> to select the item and return to the main editing window or <Esc> to cancel the operation and return to the main management window.

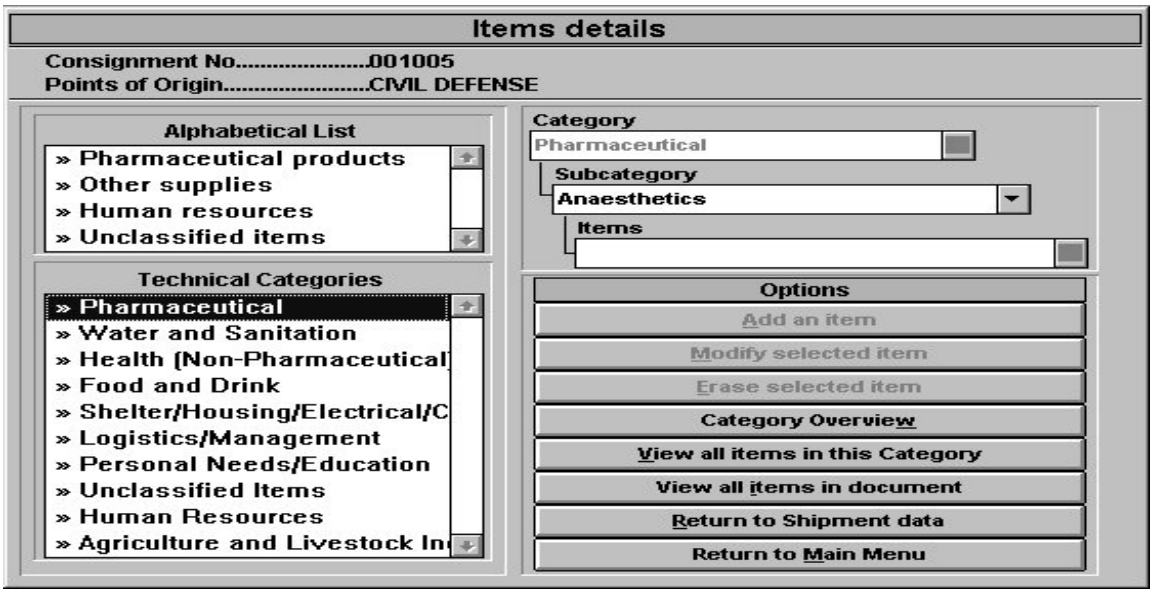
With the mouse:

1. Place the mouse pointer on the list box.
2. Click on the down arrow at the right of the list box.
3. Move through the displayed list and place the mouse pointer over the name of the general category you are interested in. Double-click.
4. On the list, the mouse will only allow you to point at an option and highlight it. To select it, hit <Enter>. Moreover, the option of keeping the list on display by pressing the left mouse button without releasing it is not operational here, in order to promote the use of incremental searches.

Please note how, when you return to the main record window, the technical categories display a three-level classification for this item: category, subcategory, and item.

Data entry by category

This type of record is based on the three-level classification criterion mentioned above.



When selecting the **Technical Categories** option, the program will activate the system tables in each selected category by hitting <Enter>. The category list will appear automatically, then the subcategories and items. Placing the cursor over the item and hitting <Enter> can select these. If you use the mouse, follow the instructions described above.
Bear in mind that SUMA version 5.1 for Windows has incorporated the User-Defined subcategory in the Drugs category.

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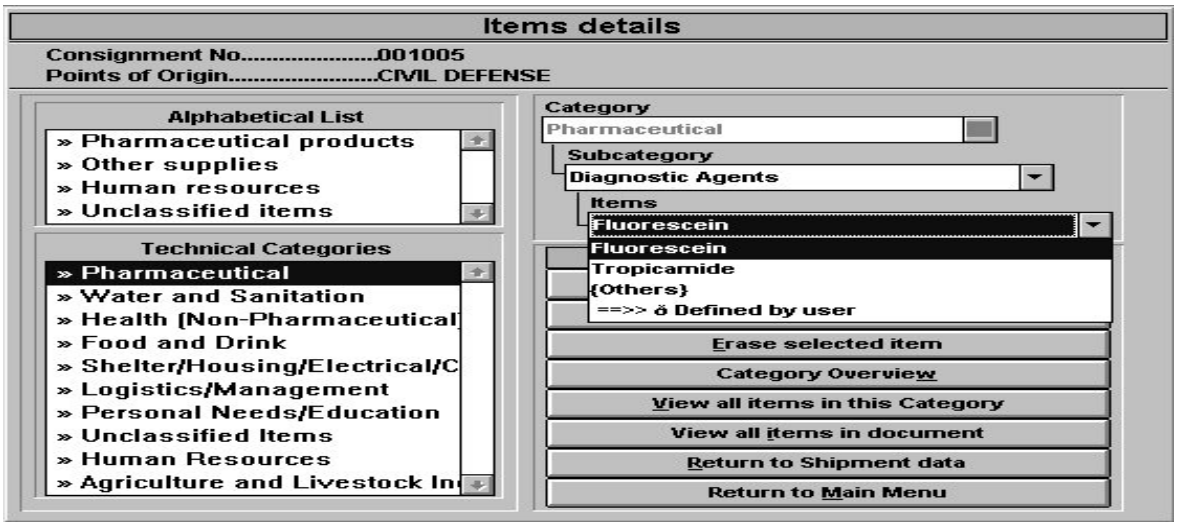
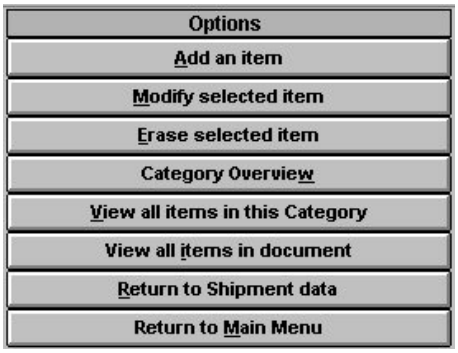


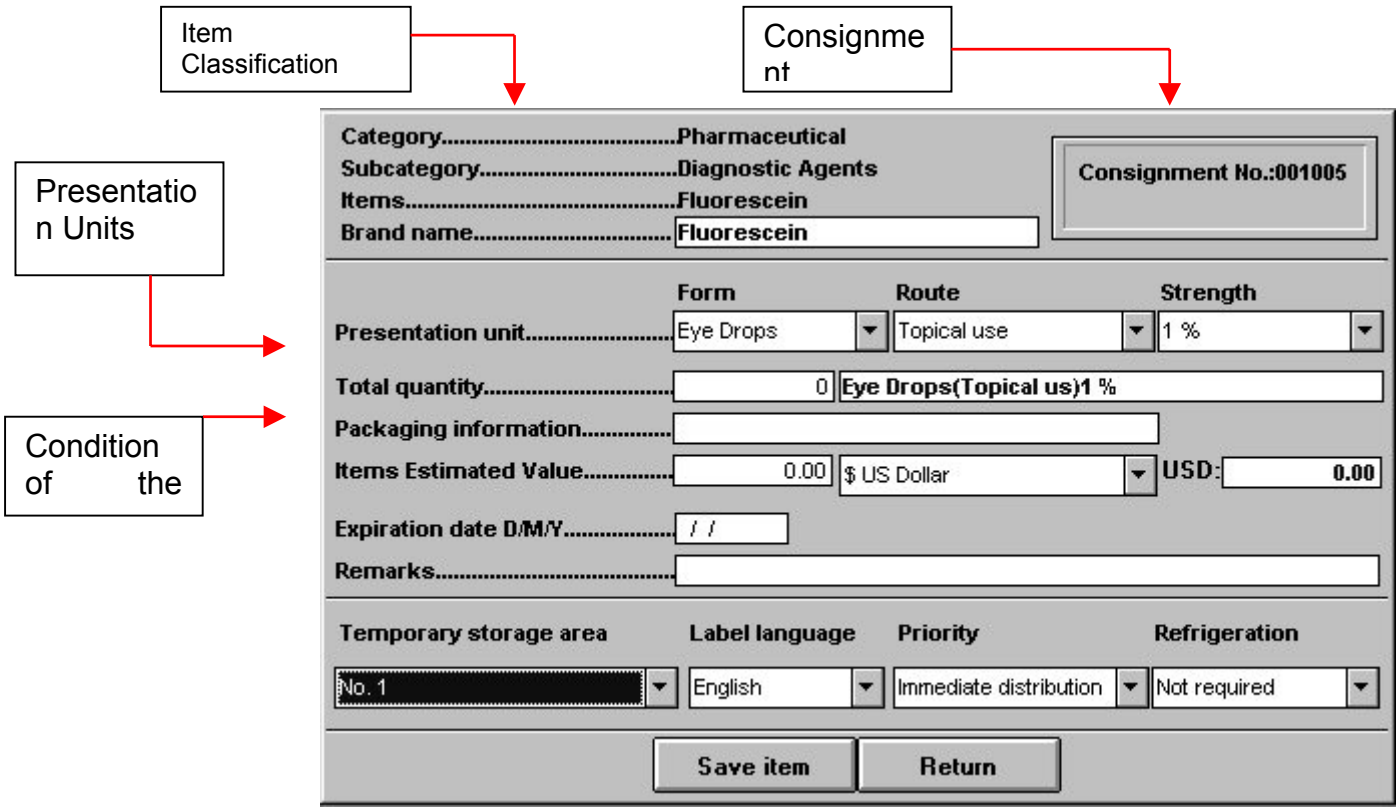
Recording item information supplies

Once the item has been classified, whether using the **Alphabetic Lists** or **Technical Categories** option, the cursor will be placed over the **Add new item** option:

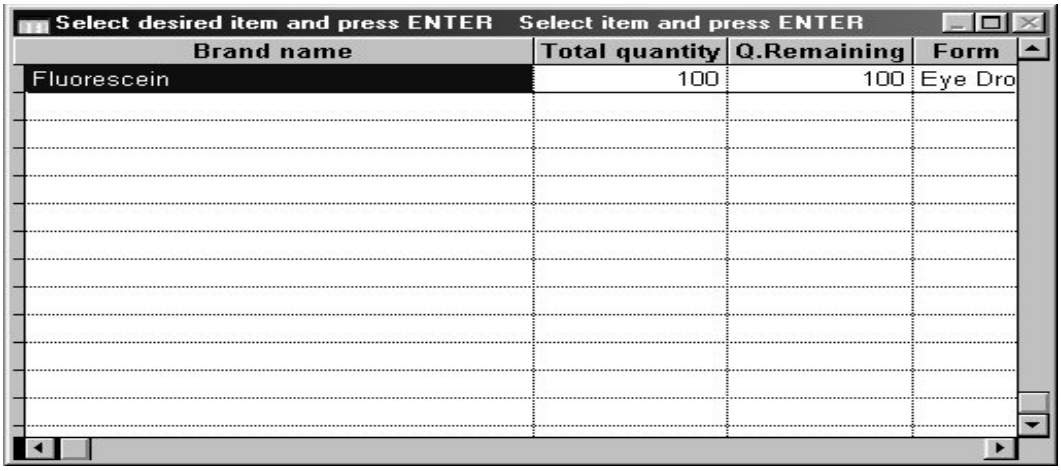


Its options are:

- **Add new item** – enables you to enter the selected item into the records. When you hit <Enter>, the **Characteristics** window will open up. Characteristics may include brand, presentation unit, total quantity, and others. For instance, the following image is the characteristics screen for the Drugs category:

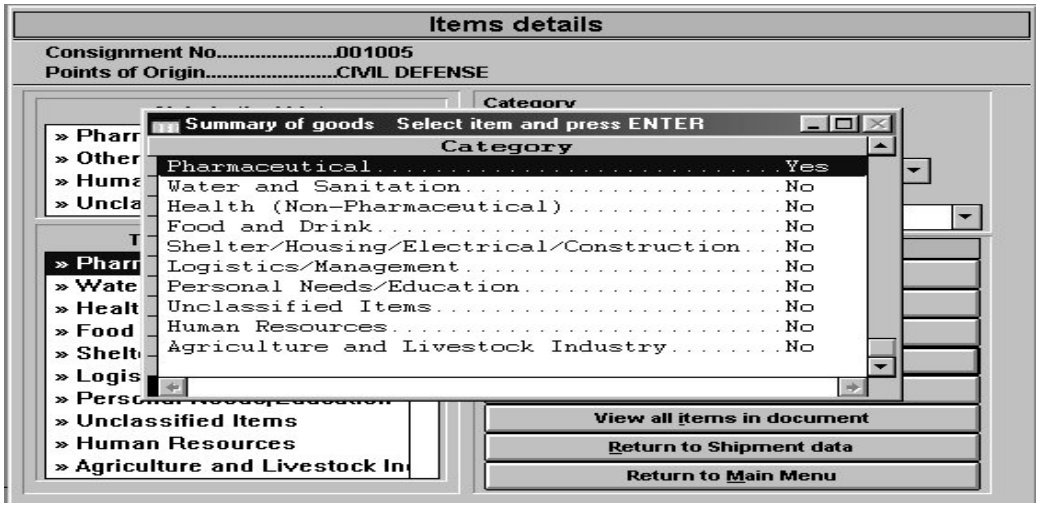


- **Modify selected item** – Allows you to refer to and modify the information about the consignment items that have already been recorded, such as the name and presentation unit of the item in question. If you wish to make changes, hit <Enter> over the respective item and you will see the following screen:



Be very careful when you modify data this way. Remember that, according to the logic of the program, supplies coming in different presentation units or requiring a different form of intake are separate items: for instance, Ampicillin in ampoules is not the same as Ampicillin in tablets. Different types of ampoules and tablets may also not match.

- **Erase selected item** – enables you to eliminate the data of one recorded item. To erase, select the item and hit <Enter>.
- **View all items in the category** – allows you to see all the contents of a category in a specific consignment. If you wish to consult or modify the information, select the item and hit <Enter>. Then pick any of the options for processing items.
- **View summary by category** – Allows you to see which category contains items, and activates the category to display its items. If you select this option, the following list box will appear:



- **View all items in the document** – This option can be highly useful, since it presents both general and detailed information about the current consignment, such as category, total and remaining quantity, presentation unit, packaging mode, and temporary place of storage.

  If you select an item with <Enter>, the program will take you back to the Item Entry screen, specifically to the *Modify selected item* menu option.

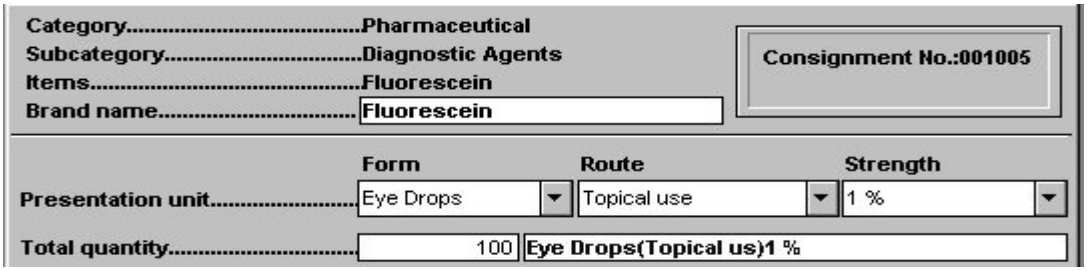
- **Return to Main Menu** – Takes you back to the main menu.

Adding items to the Drugs Database[2]

Once you have selected the **Add a new item** option, the program will take you to the Item Characteristics dialogue box. In the **Commercial Brand** field, enter the brand or name of the item.

If the product does not have a brand name, the program uses the generic name of the drug as the item name. All you need to do is to hit <Enter> when the cursor is over the field in question.

The screen area that deals with the **Presentation Unit** includes three fields *you must fill*: **Form, Intake Route**, and **Strength**.



Form lists the most common pharmaceutical presentation types for each drug in alphabetical order, such as ampoules, creams, drops, gel, etc.

If the currently displayed presentations do not match the item in hand, you may choose <User Defined> to display the full list of possible presentation units. If absolutely none match the item, you will find at the end of this new list a final option, <New Form>, for you to enter the presentation form and keep on using it at your Field Unit.

Look carefully before deciding to define new presentation units. This might lead to unnecessary and confusing duplication. If in doubt, ask your team workers or specialized personnel.

Any selection in this field will affect the remaining two. For instance, if a drug's presentation form is Tablet, the Intake Route will automatically show "Oral", and in Strength the program will display the most common strengths for this drug. The Intake Route and Strength fields are used like the Form field.

[2] The categorization, presentation unit definition, intake route and strength are largely based on *The Use of Essential Drugs: Sixth Report of the WHO Expert Committee*, WHO Technical Report Series, 850, 1995.

The **Total Quantity** field cannot be left blank. It shows the quantity that has been received based on the item's minimum operational units as defined in the Form, Intake Route, and Strength fields. For instance, if the presentation unit is tablets, the total quantity should be the number of tablets received. Note that next to the number the program will display the presentation unit based on the Form, Intake Route and Strength fields.

In **Package**, the information must be recorded starting with the smallest units and moving on to the larger ones. For instance, if the drug comes in five boxes of 1,000 ampoules each, then the record would be:

1000 units (or ampoules) X box X 5

The **General Information** area includes four selection options that provide general information about the item:

The **Temporary Storage** option corresponds to the place where the item will be stored until it can be delivered to the final recipient.

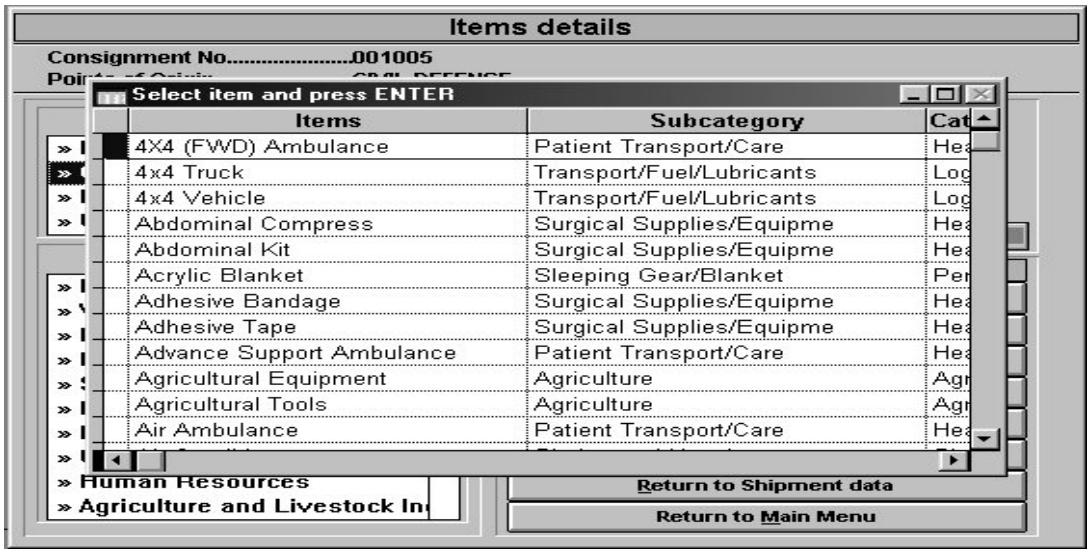
Once the information has been recorded, the program will move to the **Save item** and **Go back** options, both of which will take you back to the main screen. If you choose **Go back**, you will lose the information you were recording at the time. Be careful.

Entering other supplies

The Other Supplies group (i.e., non-pharmaceutical supplies) is also divided into categories, namely:

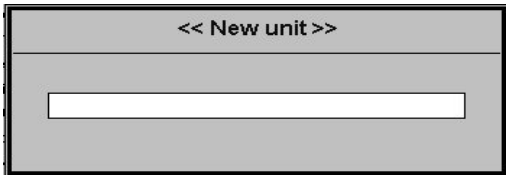
- Water and Environmental Sanitation
- Health
- Food and Drink
- Shelter/Housing/Electricity/Construction
- Logistics/Administration
- Personal Needs/Education
- Agriculture
- Human Resources
- Unclassified

Once you have selected the search mode, located the desired item, and hit <Enter> in the Add menu option, you will see the Other Supplies Characteristics window:



In order to define the presentation unit, you will have several options depending on the type of supply. Should these prove inadequate, because they do not meet the actual presentation or because you wish to be more specific in your description, you may (as in the previous case) use the **User Defined** option.

For instance, when adding water pumps to your records, you may select as the presentation unit either **Units** or **User Defined**. If you choose the second option, you will see a list of existing additional options or the possibility of creating a new one.



The new unit type will be registered in the program and can be used again in the future.

The **Total Quantity** field is another one you *cannot* leave blank. If you do not set down a number, the program will refuse to save the record.

The Technical Information area covers certain specific characteristics of an item. If any of them are not applicable, simply ignore them by hitting <Enter>.

The Technical Information area covers certain specific characteristics of an item. If any of them are not applicable, simply ignore them by hitting <Enter>.

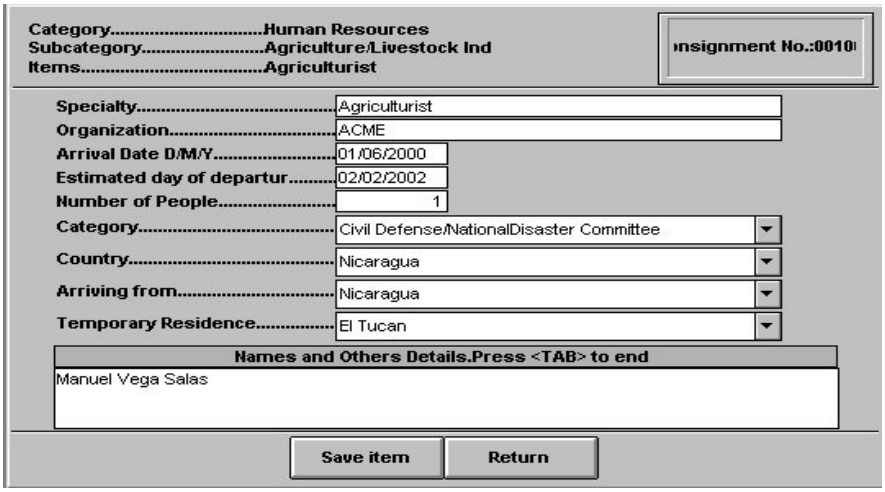
Once the information has been registered, the cursor will place itself over the Save Item button

Entering human resources

The technical or professional personnel that is sent to a country or region following a disaster, whether through bilateral or multilateral arrangements, present certain logistical problems that must be addressed, such as the following:

- In general, their participation has not been specifically requested, and their housing, food requirements, orientation and other arrangements may impose a burden on the emergency management team.
- Regardless of how effective they actually are, their work and associated costs have an implicit value, which donors report as part of the total donation.
- Lack of sufficiently or adequately disseminated information about their presence in the country means that they are often underutilized.
- The language barrier, and lack of familiarity with local customs, may be serious handicaps.

The SUMA system aims to remedy some of these drawbacks by maintaining a systematic record of the human resources sent to the site of an emergency, so that they can be used optimally, by the organization that most needs them in the place where they are most needed. The classification involves three levels, and depends on the visitors' technical or professional expertise. Once they have been classified, the information must be recorded in the following dialogue box:



User-Defined items

In the previous sections we noted that SUMA includes a predefined list of items, organized by category and subcategory. In the real-time conditions in which SUMA has been put to the test, the list has proven sufficiently exhaustive to record the vast majority of supplies. However, there are always exceptions.

In order to deal with such exceptions, the <User-defined> option has been created. It should be used when none of the item types listed seems to fit the item at hand, or when the user feels that the description should be more specific.

Some supplies have not been defined individually but as parts of a more generic set. For instance, in the **Construction** subcategory, there is no listing for “drill”, but there is one for “tool set”. Similarly, you may receive a set of markers (felt-tipped pens) of various colors, sizes and brands. In such an instance, experience has shown that there is no need to be specific about the type of markers received.

General remarks

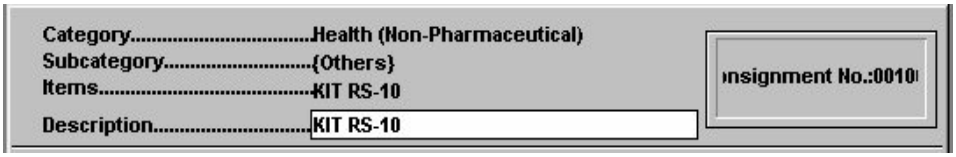
- The Select Items from Alphabetical Lists menu does not include the User-Defined option.
- User definition can only take place at the item level. Users cannot define new categories or subcategories at the Field Unit level.
- Once the item has been defined, it will be added to the program tables, so it will remain available in the future.

To define an item:

- Choose the **User Defined** option in the item management window. The program will automatically select the <Add New Item> option. Hit <Enter> and carry on with data entry.

When you choose **Add New Item**, a text box will appear where you can enter the name of the new item. Do so and hit <Enter>.

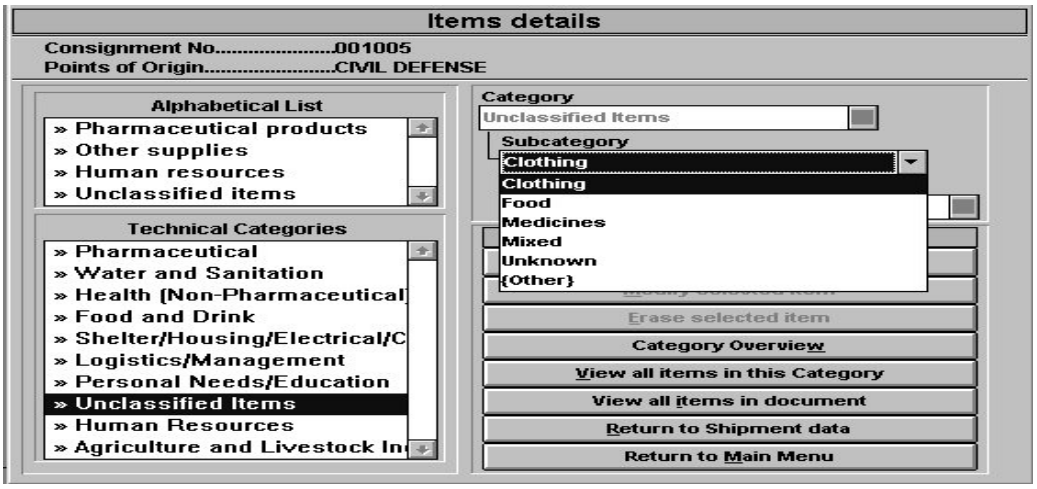
For input purposes, it is not always necessary to identify the item by its specific name. You might instead refer to a generic name for all such items, so that when similar supplies arrive there is no need to add a new item. For instance, if we receive 10 sets of RS-10 tools, which are used in vehicle rescue, we can enter the consignment as follows:



Recording unclassified Items

The <Unclassified> option allows you to deal with items that have expired, are unusable or unidentifiable, or were packed so haphazardly that it would not be practical to sort them out at the point of entry. Later, the recipient can proceed with their classification when there is enough time and human resources to do so, whether during or after the emergency.

This category differs from all others in that the items it contains are not classified by category, subcategory and type of item, but only by category and general type of item.



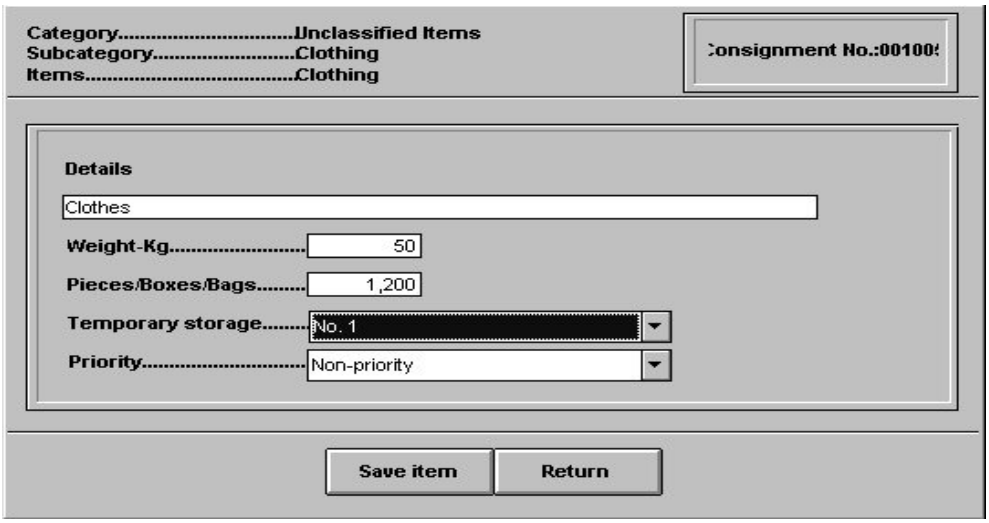
Recording information in this category involves the following:

- A brief description of the content or state, or any other relevant observation that needs including in the **Details** field.
- A record of the quantity, based on two fields:
  - **Pieces/boxes/bundles** – Total quantity of sacks, bags, boxes, or bundles.
  - **Weight in Kg**. – The weight of the packages, in Kilograms.

For instance, if what you have received is a shipment of mixed, wet clothes, you must do the following:

- Whether you use the keyboard or mouse, select the **Unclassified** option and displace the cursor towards this area.
- In Category, choose Unclassified, and in Subcategory the type closest to the shipment. The items area is dimmed, to indicate that it is not available at this stage. Remember that the classification of Unclassified Items involves only two levels rather than three.
- Hit <Enter> on the **Add New Item** option.
- Record the information requested in the **Details, Pieces, Weight in Kg, Temporary Storage** and **Priority** fields.

The resultant dialog box will look like this:


Category.....Unclassified Items
Subcategory.....Clothing
Items.....Clothing
Consignment No.:00100
Details
Clothes
Weight-Kg.....
50
Pieces/Boxes/Bags.....
1,200
Temporary storage.....
No. 1
Priority.....
Non-priority
Save item
Return

4. Viewing and modifying consignments

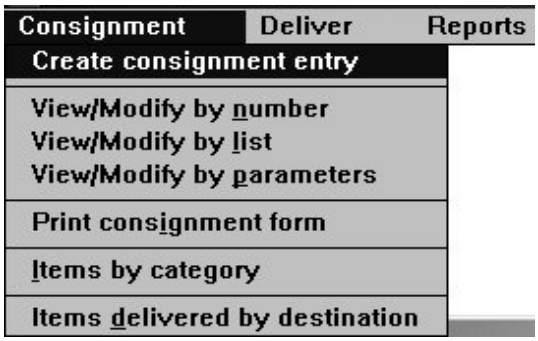
The **Viewing** option (**Consignments** menu, **View/Modify**) enables you to access information about one, several, or all of the consignments recorded so far by the Field Unit.

Modifying enables you to change the data recorded so far, whether to update the information, correct mistakes, make additions or erase items.

Data access and manipulation, using the mouse or the keyboard, follows the same sequence and procedures outlined so far.

Viewing consignments

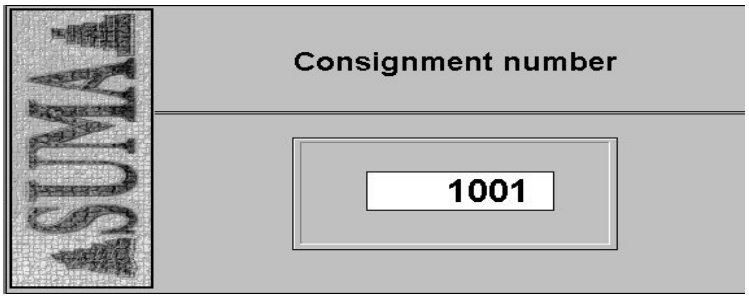
The **Consignments** heading in the main menu includes the following options:



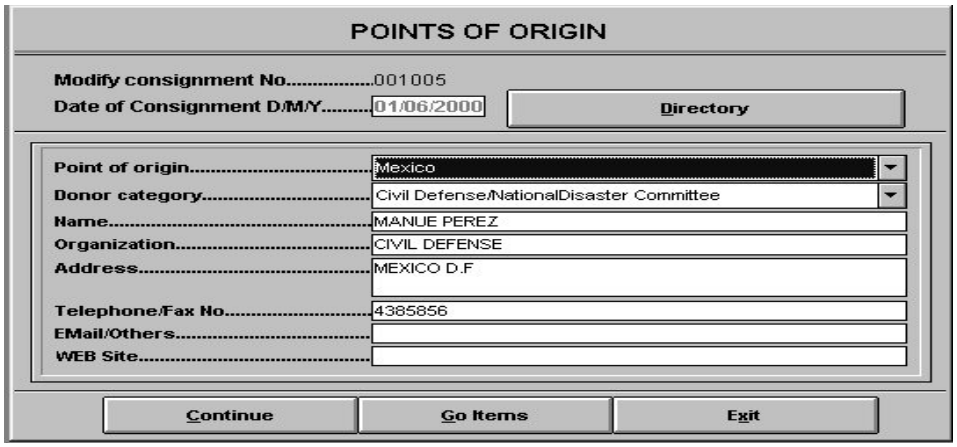
The <View/Modify by Item Number>, <View/Modify Using the List> and <View/Modify by Parameters> options allow users to access the same windows used so far to record consignments.

Viewing specific consignments

The <View/Modify by Item Number> option gives the user direct access to a consignment by referring to its unique number. Remember that the number has five digits: the first two stand for the FIELD UNIT where the consignment was recorded, and the remaining three to the specific consignment. When you select this option, the following dialogue box will appear, including a space where you can key in the appropriate number.



If the number that is keyed in does not correspond to any of the consignments in the database, the program will return to the Main Menu and an error message will appear. Key in the correct number. Once a valid number is keyed it, the program will display the <Point of Origin/Source> window.



A consignment has three main fields: <Point of Origin/Source>, <Destination Point> and <General Information>. If you wish to view or modify any of these, select **Save** from the menu of the General Consignment Information dialogue box menu item.

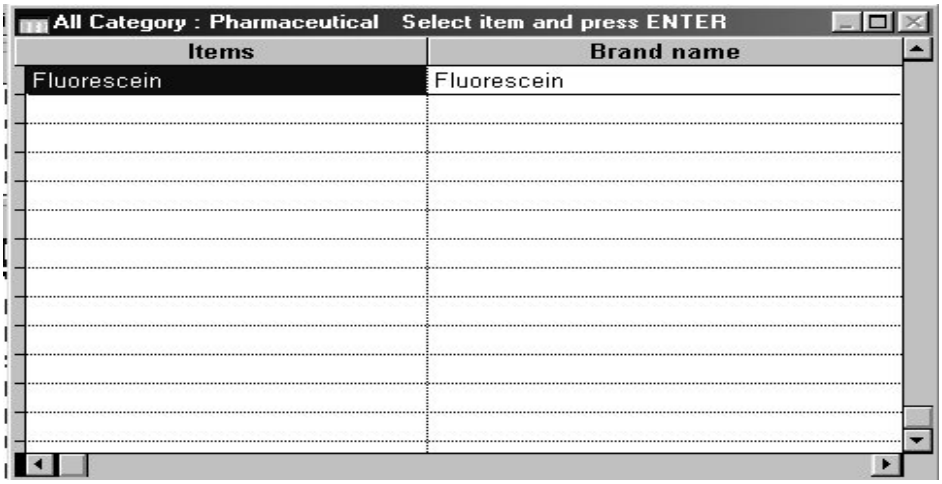
The <Go to Items> button will sidestep these options and take you directly to the main Item Management window.

In the main Item Management window, in order to generate specific views, follow the same procedures you followed to create the record:

1. You may choose to access the information by **Alphabetical Lists** or **Technical Categories** if you are interested in viewing a specific item. Once

selected, the cursor will be place on the **Modify Selected Item** option. Hit <Enter>. This will take you to the window where an item's general characteristics and total quantity are lists.

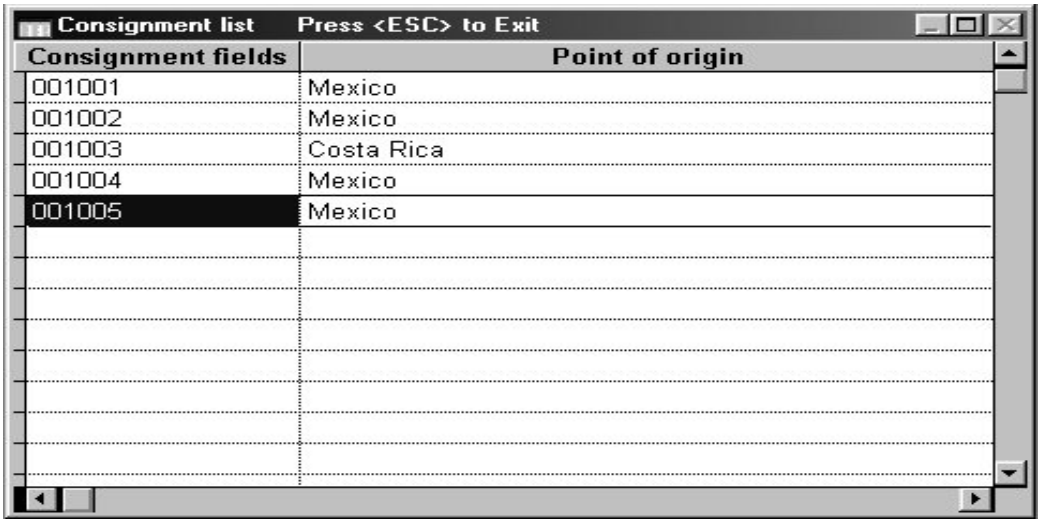
2. Alternatively, you may choose **View all items in the category**. In the following example, the predefined category is Health. This is the window you would see:



The <View/Modify by List> and <View/Modify by Parameters> option only vary from the above procedure in the way the user's query is structured. In all other aspects, they are the same.

Viewing/Modifying by list

When the user does not know the number of a given consignment, selecting <View/Modify Using the List> may effect the query or modification. A list of consignments will be displayed. Find the one you are interested in and hit Enter.

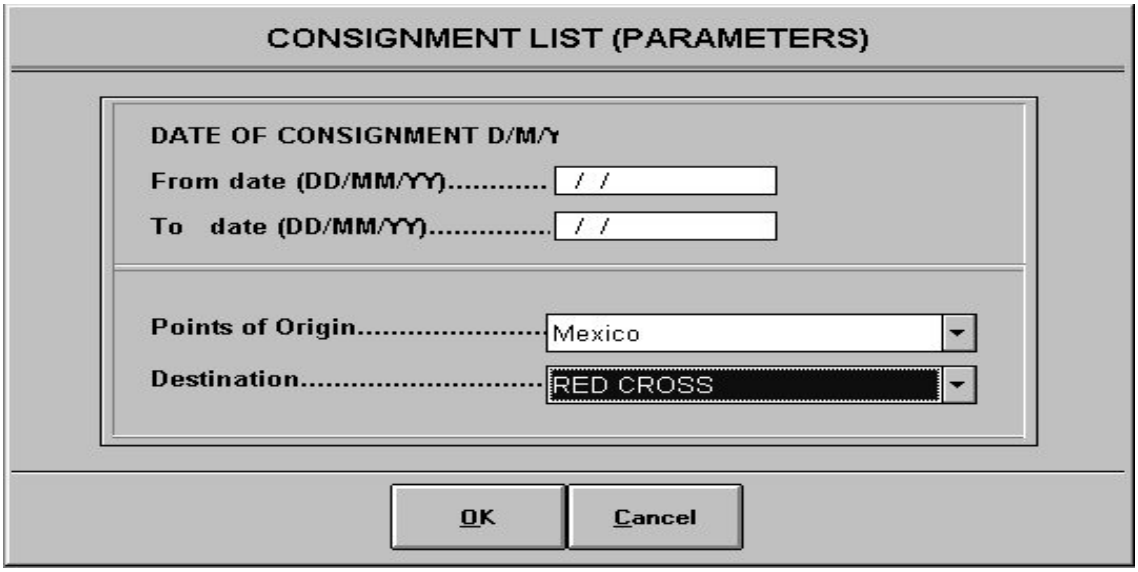


Viewing/Modifying by parameters

Sometimes you may wish to home in to a given consignment by defining parameters such as a range of arrival dates, the sender, or the intended recipient. When looking items up by parameter, a window will appear with two main fields:

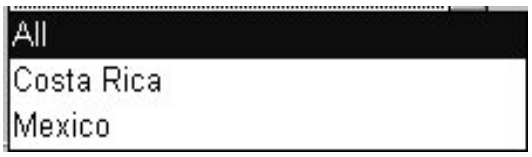
- Date range: initial date and final date.
- Sender or Recipient.

For instance, if you are interested in finding out whether any consignments have arrived from Mexico that are intended for the Ministry of Health, the definition window will look like this:



Once you have defined your parameters and chosen <OK>, you will see the list of the selected consignments.

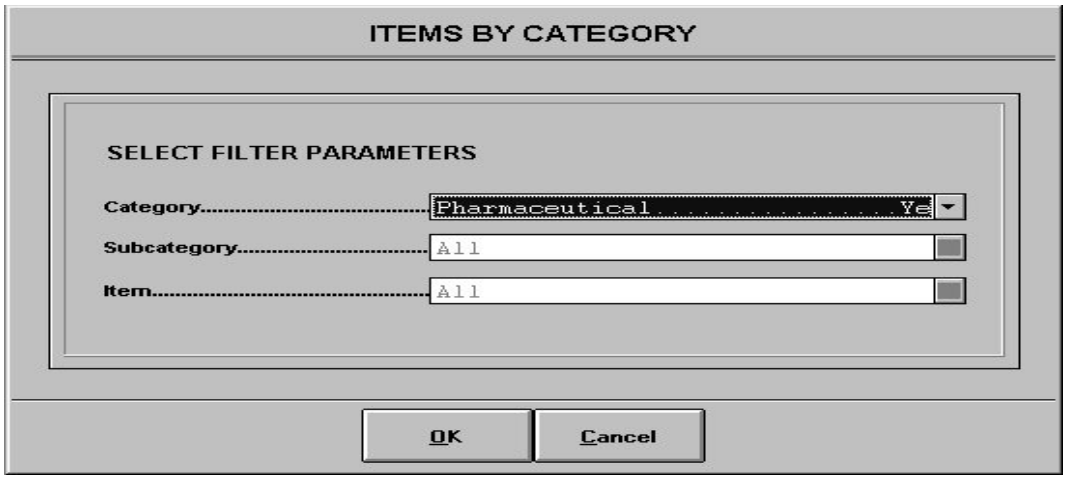
If you do not have a particular time frame in mind, simply leave the date fields empty and hit Enter until you reach the field you are interested in. You may also look up all senders or recipients by selecting **All** in the respective fields.



Items by category

It is sometimes important to determine whether a specific type of item has come in and in whose hands it is at present. For instance, it might be important to determine whether rice or some other kind of grain has arrived. We might be more interested in which types of antibiotics or building materials have come in.

Hence the **Items by Category** option. It allows you to perform selective searches among all the consignments recorded by the Field Unit, including specific items or categories. If you select it, the following dialogue box will appear:



The selection of the item of interest is carried out following the same three-level classification procedure already discussed in previous chapters. When selecting subcategories or items, the **All** option enables you to see all the information recording in the category or subcategory, and perform queries such as:

- What food has come in? (In order to find out, choose **All** in the subcategories field.)
- What types and quantity of grain have come in? (Choose **grains** in the Subcategory field and **All** in Items.)

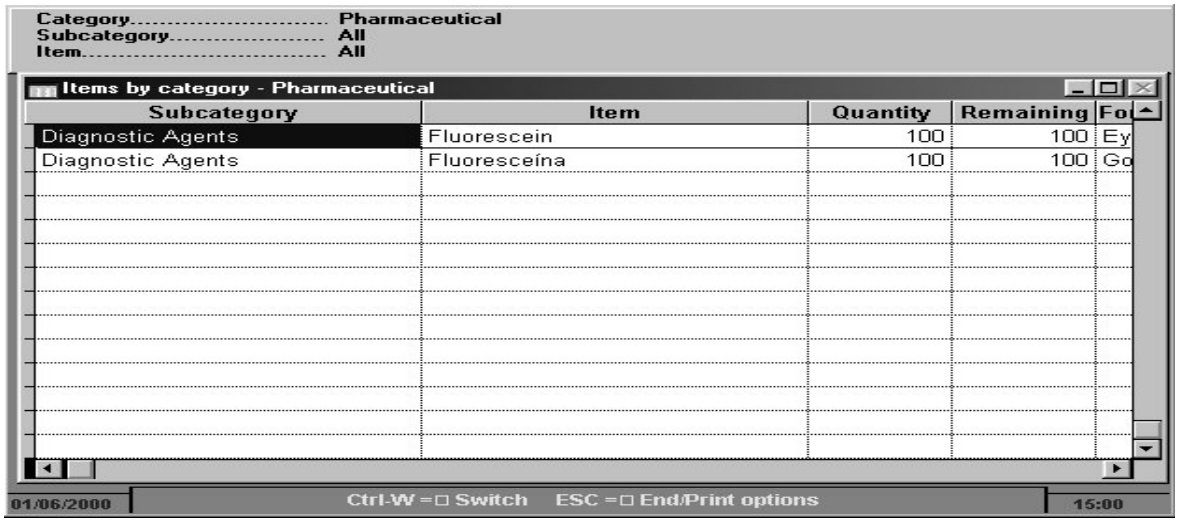
Or you may perform specific queries, such as:

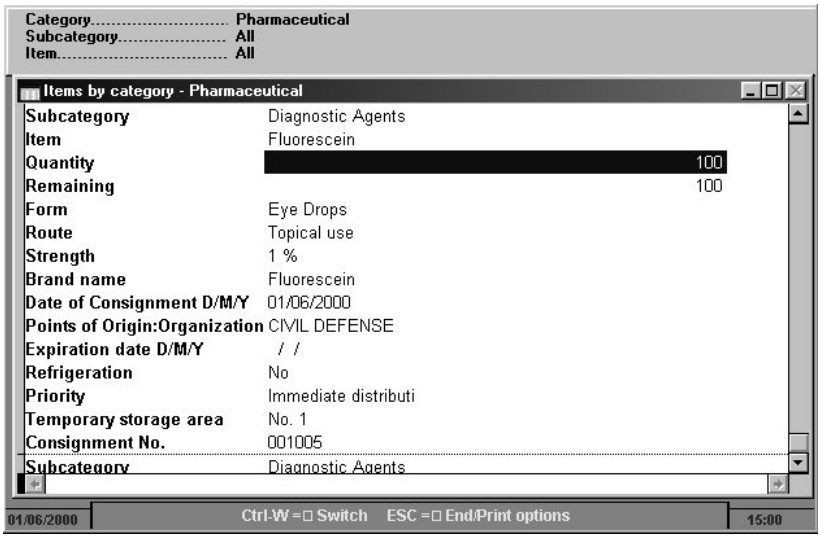
- How much rice has come in, and who has it?

Independently of the type of query, you will see a window with information on the subcategory, item, quantity, presentation unit, arrival date, sender, and consignment number corresponding to the data you wished to see.

You may move between fields (columns) by hitting the <Tab> key to move to the right, and <Shift>+<Tab> to move to the left.

You may also change the way you visualize the data by pressing at the same time <Control> and <W>:

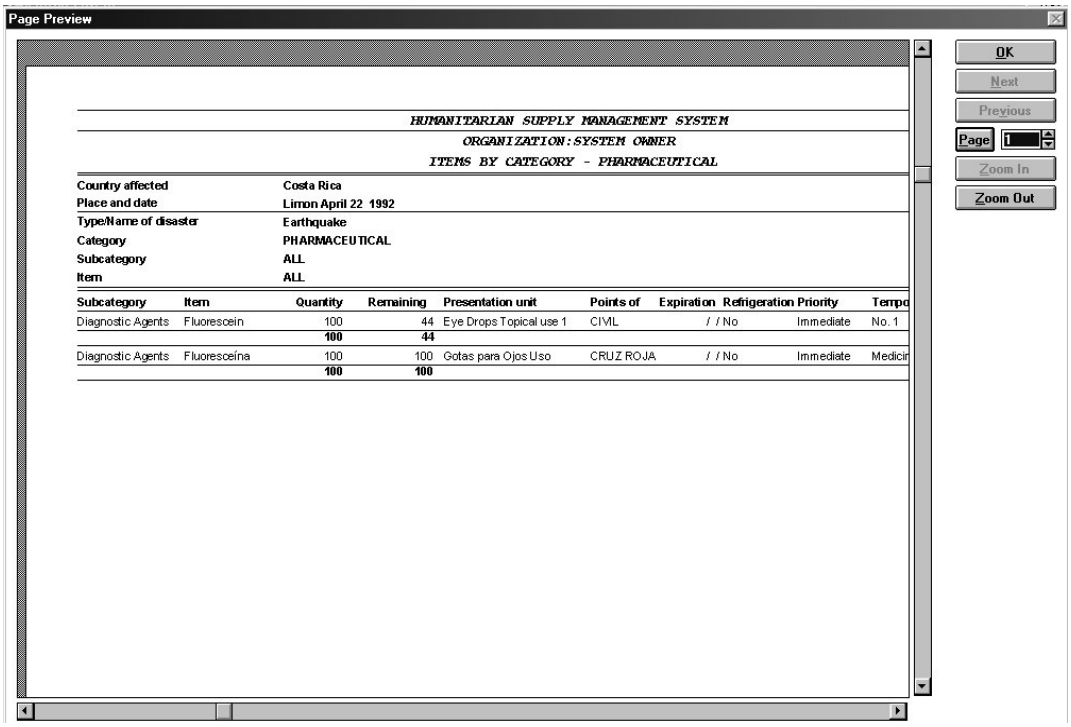




Information about an item in a specific

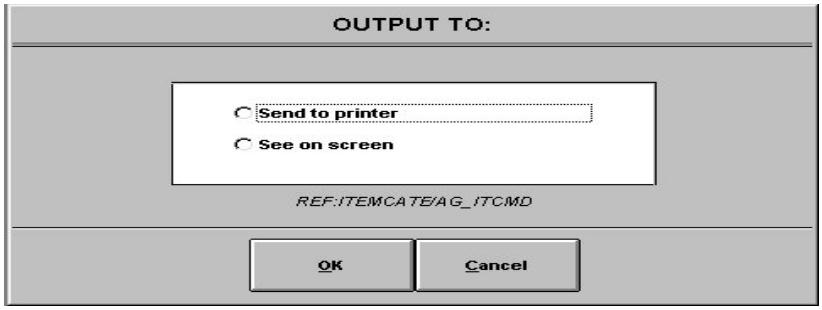
To move between the fields, use the Up Arrow or Down Arrow Keys to advance one field at a time, or use the <PgDn> or <PgUp> keys to move from one item to the following or preceding one.

If you hit the <Esc> key, the program will give you the opportunity to produce a report on the current query by means of the following dialogue box:


Page Preview
OK
Next
Previous
Page 1
Zoom In
Zoom Out
HUMANITARIAN SUPPLY MANAGEMENT SYSTEM
ORGANIZATION: SYSTEM OWNER
ITEMS BY CATEGORY - PHARMACEUTICAL
Country affected Costa Rica
Place and date Limon April 22 1992
Type/Name of disaster Earthquake
Category PHARMACEUTICAL
Subcategory ALL
Item ALL
Subcategory Item Quantity Remaining Presentation unit Points of Expiration Refrigeration Priority Tempo
Diagnostic Agents Fluorescein 100 44 Eye Drops Topical use 1 CIVIL / / No Immediate No. 1
100 44
Diagnostic Agents Fluoresceína 100 100 Gotas para Ojos Uso CRUZ ROJA / / No Immediate Medicir
100 100

You may view the report onscreen, without printing it, or else click on **OK** in order to print it. If you click on the screen area where the report can be seen, you may increase or decrease its onscreen size to determine the most readable format.

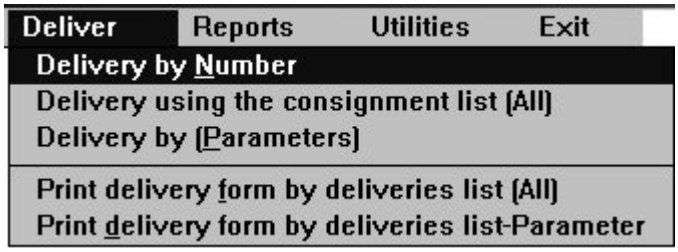
If you do not wish to see or print the report, press <Esc>. You will see the following dialogue box. (The same dialogue box will appear if you click on OK in the previous screen.)



Clicking on Cancel will take you back to the Main Menu. <OK> will proceed with the printing.

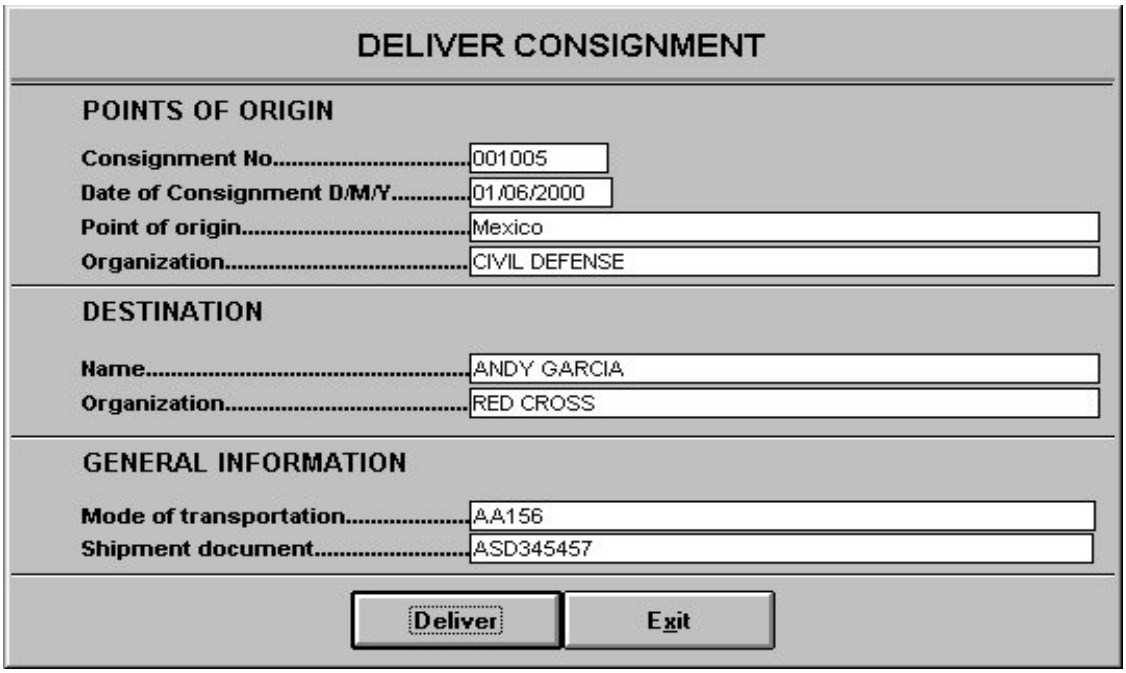
5. Consignment deliveries

The delivery of consignments to their intended recipients is managed by selecting the options on the DELIVERIES pull-down menu. The mouse or keyboard can here be used in the same way already described in previous chapters. The options in this menu are the following:



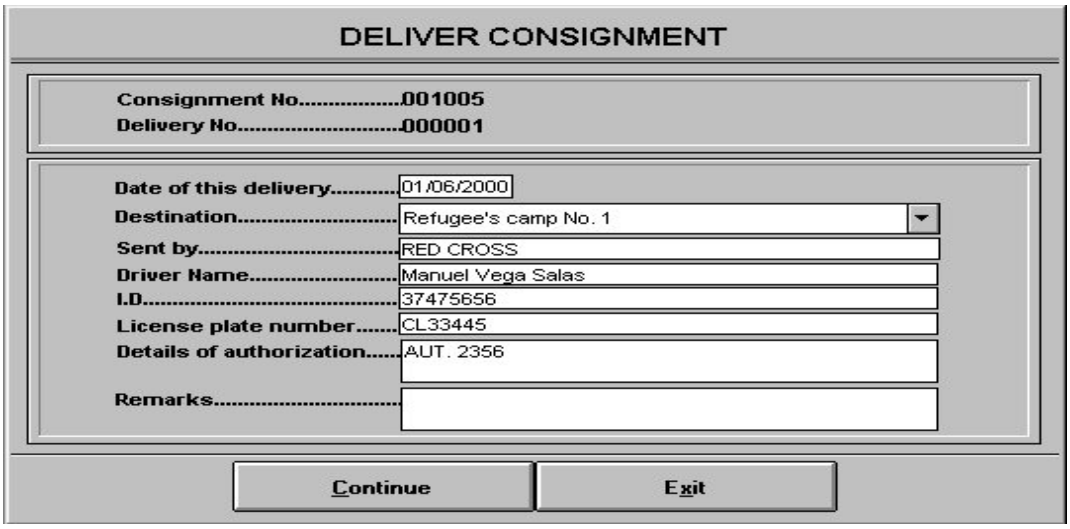
Delivery by consignment number

When you select this option, the program will open a window where you can enter the consignment number. After you do so, you will see onscreen a summary of key data about the consignment, such as the sender, the intended recipient, and the general information that was entered when creating the record. The following image will serve as an example:



The next stage is to prepare the delivery form, with the name, ID document and ID number of the vehicle or vehicles of the person authorized to pick up

the supplies. The following dialogue box is where you can fill in the data after choosing **Deliver** in the previous screen:



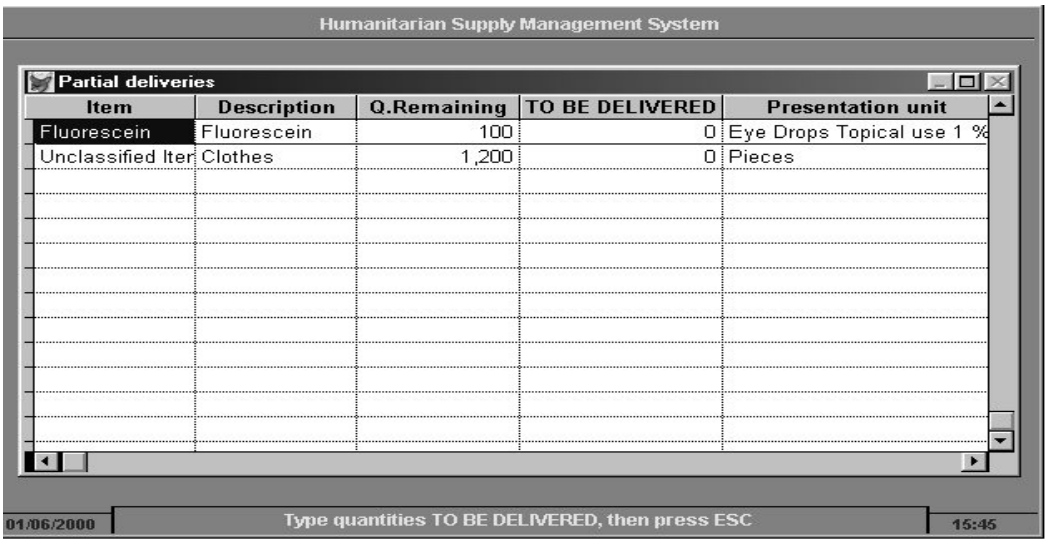
When making a delivery, you have two options.

1. Make a Total delivery of all the supplies in the consignment.
2. Make a partial delivery, i.e., of *some* of the supplies in the consignment.

Partial deliveries

This type of delivery is made when recipients cannot accept an entire consignment due to lack of vehicles, human resources, storage space, or environmental conditions.

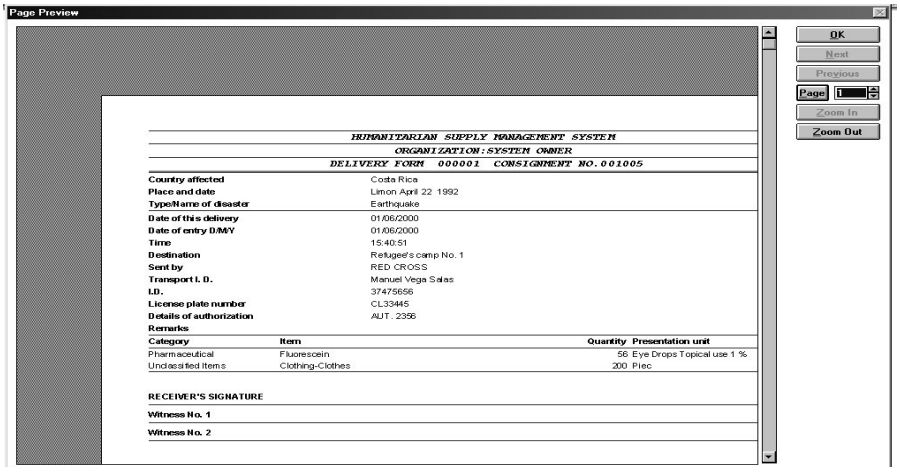
What you must do is subtract the quantity of supplies to be delivered from the total original consignment. All you need to do is enter the quantity to be subtracted in the **To Be Delivered** column:



This window contains information about the characteristics of the item in question, such as the presentation unit, packaging conditions, expiration date, temporary storage, and observations about the item that were recorded when the item was first entered.

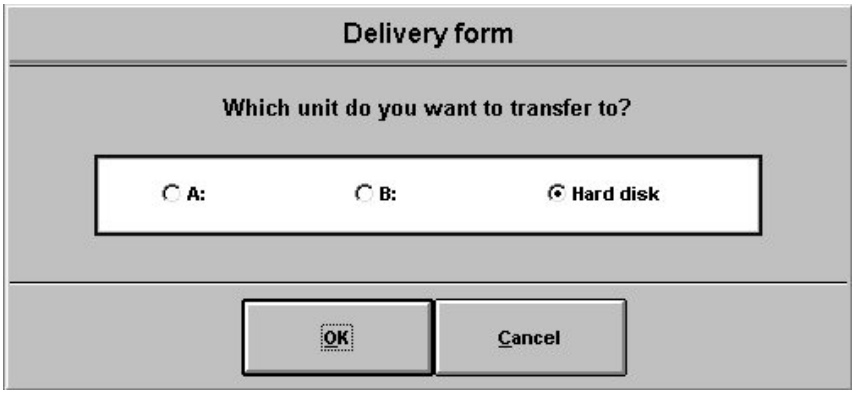
Printing the form involves two stages:

- Selecting the option.
- Sending the data to the printer.



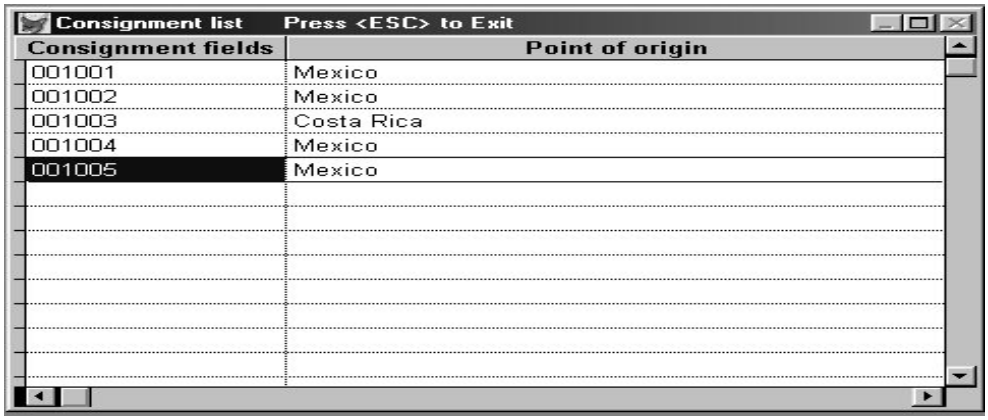
Before starting to print, make sure that the printer has enough paper, and that it is on and ready to print (i.e., that it is "online"). Otherwise, the program will display an error message. If, when you correct these errors, the printer still does not respond, check the parallel cable that joins the computer and the printer.

After printing the delivery form (or viewing it onscreen), the information may be transferred to a floppy disk or the hard disk. The delivery information may be sent on diskette so that, when the supplies arrive at their destination, the system operator can load the supply information automatically, without having to input the information manually once again.



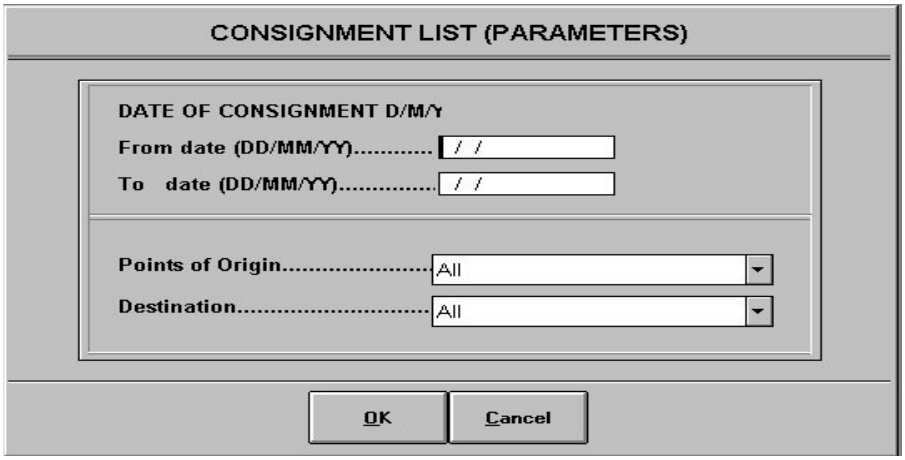
Delivery by general consignment list

The difference between this procedure and the previous one lies in the way the data are accessed. In the first instance, queries are based on the consignment number. When working with the list, you will select the items based on their supplier or place of origin. From this point, all the steps to be followed to enter the delivery information and print the receipt are the same.



Delivery by consignment list by parameters

This option enables you to select a consignment to be delivered out of a list that shows a summary of the consignments recorded at your Field Unit. The following dialogue box enables you to define the search criteria:

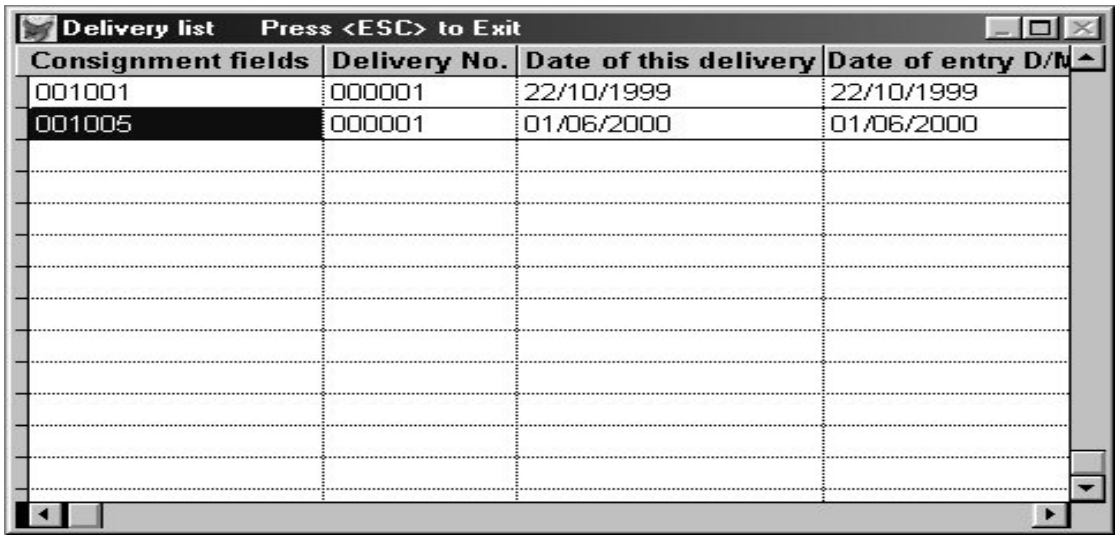


Delivery Date enables you to select a range of dates in which a record was entered. If dates are irrelevant, leave those spaces empty and hit <Enter>.

Then you may define your search by point of origin or intended recipient. Default values for both are **All**. If you place the cursor in either field, or use the mouse to click on the downward arrow at the right, you will see a list of all the organizations that send supplies or that receive them. When selecting one in either field, or in both, a new window will appear with the results of the search. If no data match these criteria, you will see an error message. Carry on by following the same procedures used in **Delivery by Consignment Number** or **General Consignment List**.

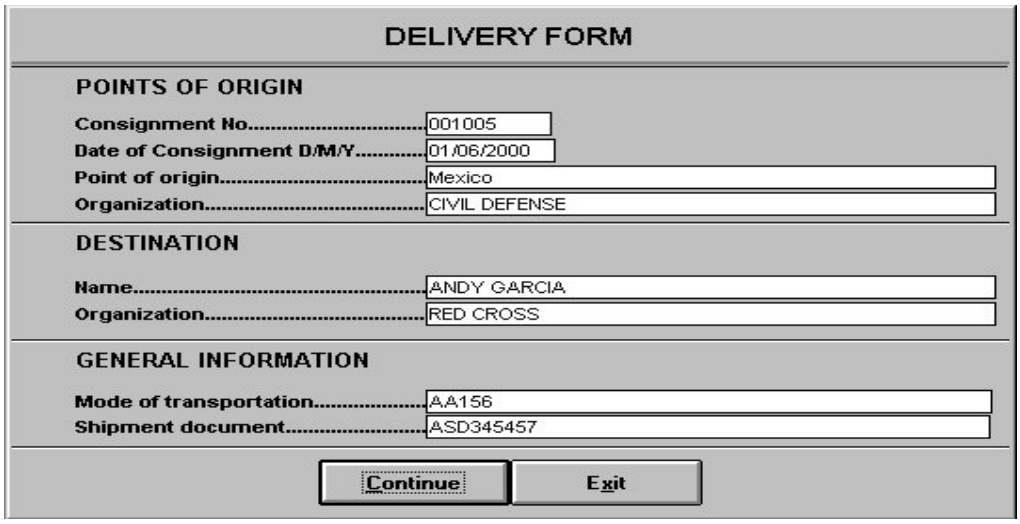
Printing the general delivery list

Every time you authorize a partial or complete delivery, the program stores the information about that delivery so as to keep track of past deliveries and current stock. When this option is selected, you will see on screen a summary of all deliveries made so far.



In the current case, the delivery recorded as 001001, we have only one delivery. To select it, hit <Enter>. You will then see a window with a summary of the information concerning the ID number, source/origin, recipient, and the option for printing or viewing the information onscreen.

The program shows the specific delivery information window in the form of a query.



Printing the delivery form using parameters

This option allows you to print out a delivery form by locating the delivery by date and recipient. You must follow the same procedure described above for **Delivery by Consignment List by Parameters**.

Transferring delivery data to the Warehouse Management Module

Please refer to the introduction to this manual for information about the components of the SUMA System.

Every time one or two consignments are delivered, the program enables the user to record the information on a floppy disk so other users do not have to input the same information manually elsewhere. In addition, the disk is sent with an attached printout as additional security.

The procedure to follow is this one:

1. Select the delivery information to be transferred by following the same steps outlined above for <Printing Using the General Deliveries List>. After seeing the form onscreen, press ESC. In the dialogue box that asks if you want the form printed, choose Cancel. The system will open up a dialogue box for you to decide which disc unit will be used for data transfer.

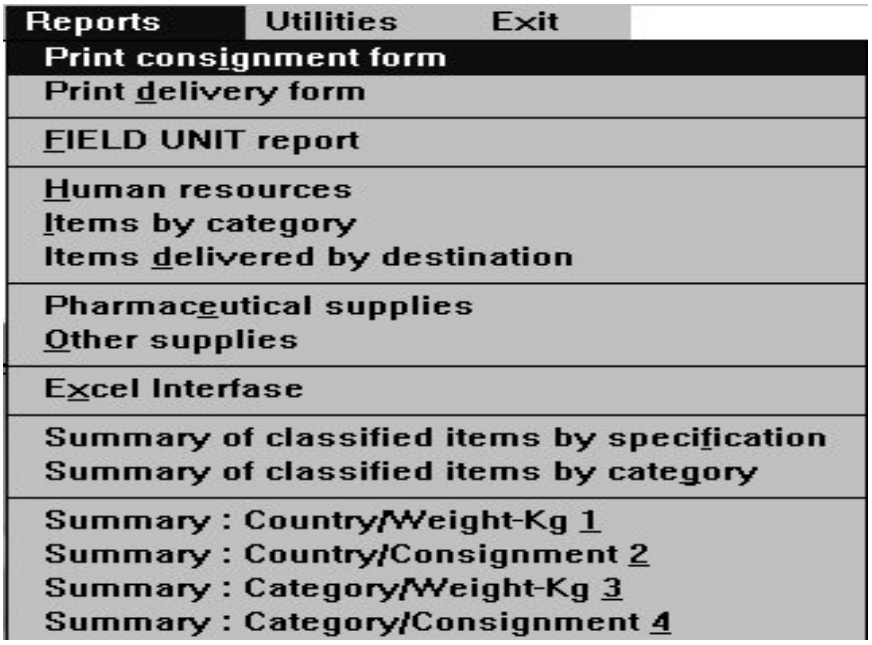
2. Verify that the diskettes are formatted and have no files.

3. Insert the diskette into the A: or B: unit.

4. Follow the on-screen instructions.

6. Reports

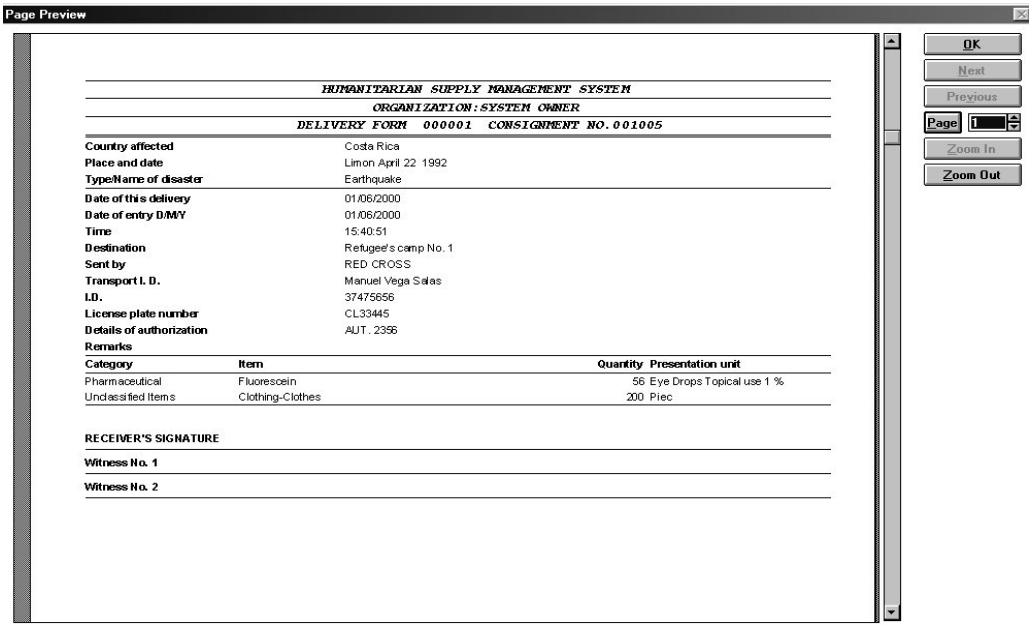
Using the options available on the Reports pull-down menu can produce print reports. Moving around using the mouse or keyboard is the same as in the previous sections of this manual. The options available are the following:



Before printing your report, make sure that your printer is connected to the computer, that it has paper, and that it is ready to print (online).

Broadly speaking, all reports can be viewed in two ways: on the screen, or on paper after having been sent to the printer. Every time a report is generated, the system will present a preview, so that you can first view it on screen and then print it if you consider it necessary.

When you generate a report you will see a window like the following:



The preview window provides you with the following options:

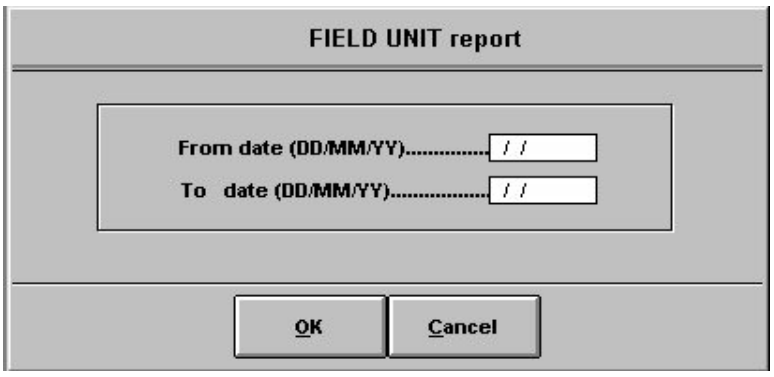
OK	Carry on with the printing of the report.
Next	Go on to the next page of the report.
Previous	View the previous page.
Zoom In	Increase the screen size of the report.
Zoom Out	Decrease the screen size of the report.

It is also possible to modify the onscreen size of the report using the mouse pointer.

When the cursor is in the area where you can see the report, it will take the shape of a **small magnifying glass**. If you click on the left button of the mouse, the onscreen size of the report will increase or decrease, alternatively.

Field Unit report

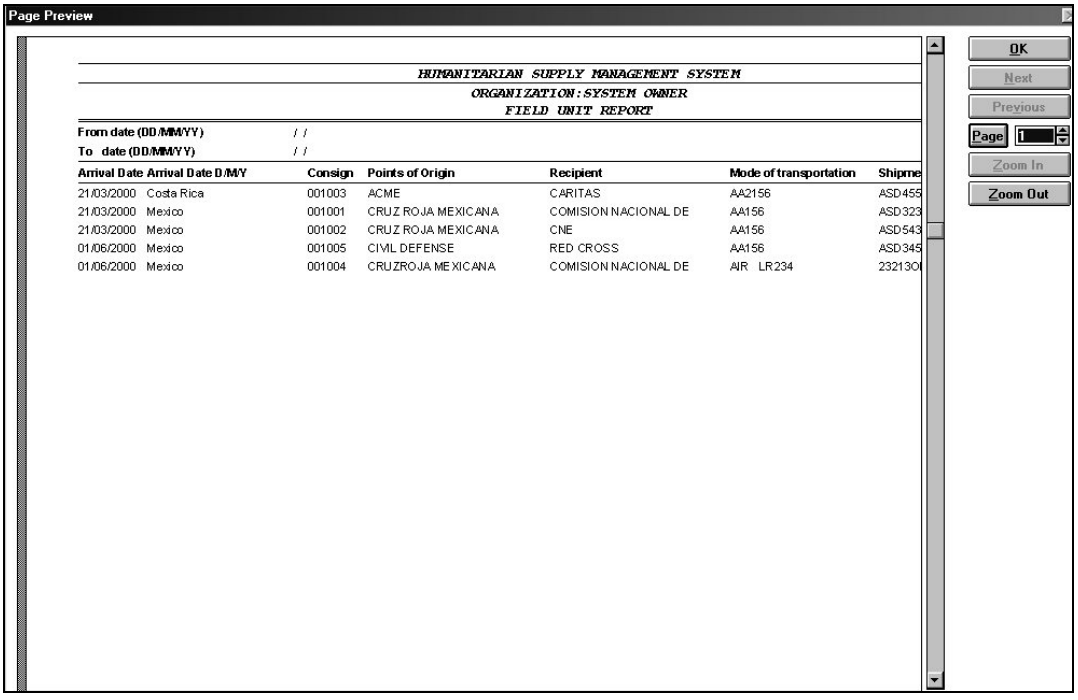
This report is a summary of the activity recorded at the Field Unit. It is a list of the information of all consignments so far recorded, with the advantage that you can eliminate or add fields to the report to satisfy your particular needs.



To generate this report, you must:

1. Select the range of dates.

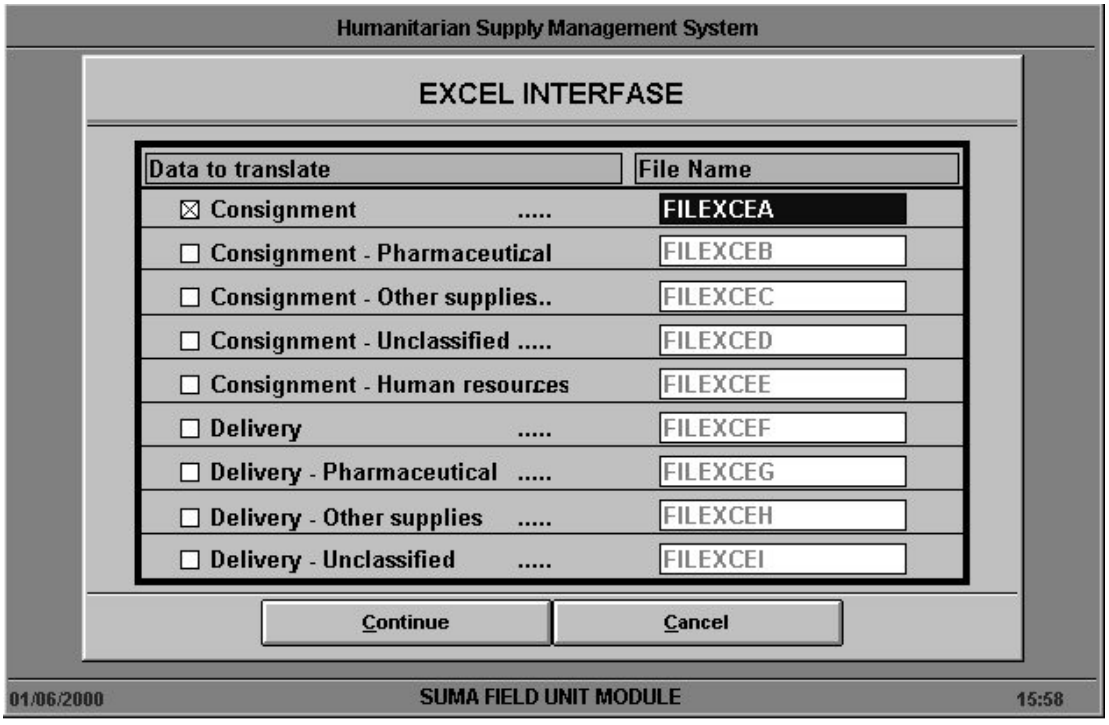
Remember that if you leave the spaces blank and hit <Enter>, you will get a list covering *all* of the dates in which records were made.


Page Preview
HUMANITARIAN SUPPLY MANAGEMENT SYSTEM
ORGANIZATION: SYSTEM OWNER
FIELD UNIT REPORT
From date (DD/MM/YY) / /
To date (DD/MM/YY) / /
Arrival Date Arrival Date D/M/Y Consign Points of Origin Recipient Mode of transportation Shipme
21/03/2000 Costa Rica 001003 ACME CARITAS AA2156 ASD455
21/03/2000 Mexico 001001 CRUZ ROJA MEXICANA COMISION NACIONAL DE AA156 ASD323
21/03/2000 Mexico 001002 CRUZ ROJA MEXICANA CNE AA156 ASD543
01/06/2000 Mexico 001005 CIVIL DEFENSE RED CROSS AA156 ASD345
01/06/2000 Mexico 001004 CRUZROJA MEXICANA COMISION NACIONAL DE AIR LR234 232130
OK
Next
Previous
Page 1
Zoom In
Zoom Out

To move around, use the keyboard arrow keys or click on the scroll bars.

Excel interface

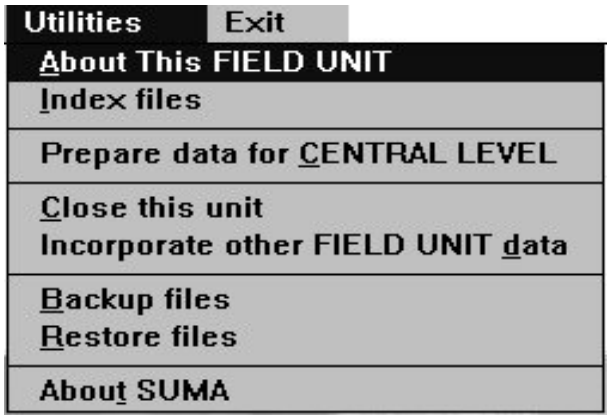
SUMA's Version 5.1 for Windows enables the information to be generated in Excel type files, which gives you more flexibility in the handling of the information, since you can manipulate the data in Excel in order to produce new reports or graphs.



In the previous dialogue box, you can select which reports you wish to export to Excel by "marking" the small checkboxes at left. Please note that the names of the files are predetermined. The files generated will remain in the folder where SUMA CENTRAL is installed on your hard disk, for instance **C:\SUMAWU51.**

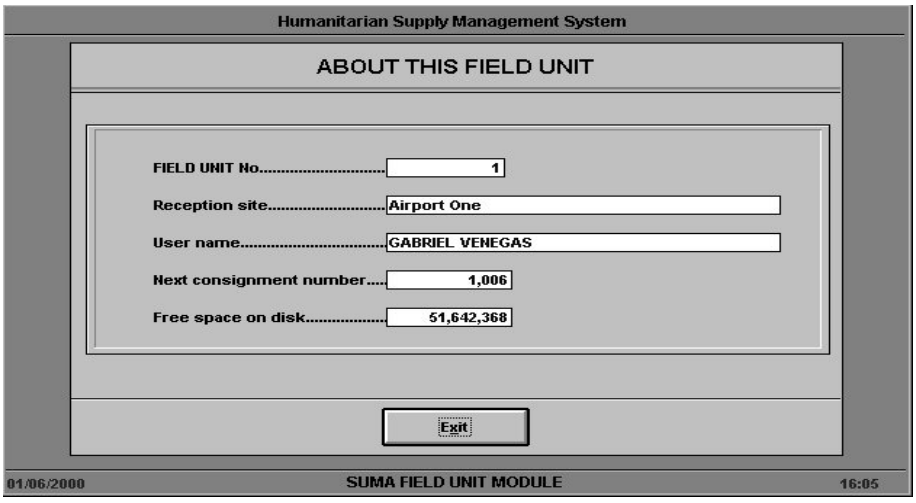
7. Utilities

The **Utilities** pull down menu of the main menu bar includes the following options:



About this Field Unit

This option allows you to view general information about the current Field Unit:



Index files

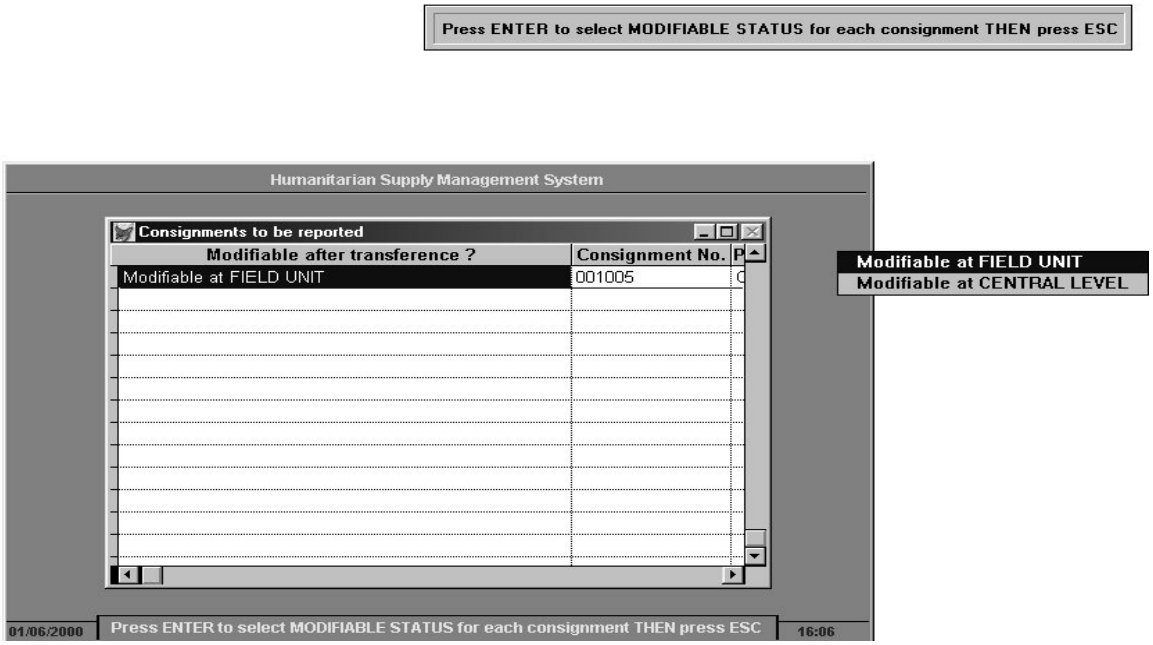
This command allows you to give maintenance to the indices of the database files. Anytime you notice a problem in the operation of the program, such as disorganized listings, empty fields, or a slowdown in performance, you should consider this option.

Preparing data for SUMA CENTRAL

This option allows you to prepare the data recorded at your Field Unit so it can be sent to the SUMA Central Level for consolidation. When you select it, the Consignments to Report window will appear, listing the consignments according to where within the SUMA System they may be modified:

Modifiable at the Field Unit – The consignments, although originally recorded at the Central Level, may be modified at the Field Unit.

Modifiable at SUMA Central – The consignments may only be modified at the Central Level; they will be available in read-only form at the Field Unit for reference purposes alone.


Press ENTER to select MODIFIABLE STATUS for each consignment THEN press ESC
Humanitarian Supply Management System
Consignments to be reported
Modifiable after transference ?
Consignment No.
Modifiable at FIELD UNIT
001005
Modifiable at FIELD UNIT
Modifiable at CENTRAL LEVEL
01/06/2000
Press ENTER to select MODIFIABLE STATUS for each consignment THEN press ESC
16:06

Highlight the consignment you are interested in and hit <Enter>. A pop-up Select window will appear. When you are done with the consignments, the program will ask for confirmation to continue, abort the process, or return to the previous window.

It is important to remember two things when sending data to SUMA Central:

- The means through which data is exchanged is the **floppy disk**.
- You need **two 3 ½" 1.44 MB diskettes**, properly formatted and without **any other** information on them, so that there are no problems due to lack of space.

To continue, select the disk drive, A: or B:. Once you have done so, a confirmation message will appear if the disk is ready. By choosing **Yes**, you are enabling the transfer process to proceed. The program will tell you when to insert the second diskette, and when the transfer is complete.

If you select the wrong drive, or there are any problems with the diskette of the transfer process, the latter will be interrupted and you will have to start again from the beginning.

Transferring information between Field Units

Depending on the level of activity, it may sometimes be necessary to install several Field Units in the same supply reception site, for instance in two different hangars in the same airport. As the arrival of supplies begins to slow down, some of these Units may no longer be needed, or their level of activity may be so low that their continued operation cannot be justified, so they should be shut down.

The **Shut down this Unit** option transfers the data from a given Field Unit to a diskette. The information will be available in read-only format at that Field Unit, for reference purposes or to prepare reports; nothing may be added or modified.

Restoring the data from another Field Unit is carried out by means of the **Incorporate data from another Field Unit** option, using the diskette created by the Unit that has been shut down.

Protecting information

In the introduction to this manual, we saw the importance of protecting the data that have been fed into the program. Although a minimum level of protection is ensured when data are sent to SUMA Central, this is not enough. Hence, each Field Unit has two options for data backup and restoration: Back Up Files and Restore Files. The two, when used conscientiously, will help you to recover much of the information that might be lost due to a computer virus, hard disk failure, or any other contingency of the sort.

Be very careful when you use these tools.

To back up data using the **File Backup** utility, follow these steps:

1. In the dialogue box that appears, select the storage capacity of the diskettes you will be using for backup. They are generally either 720 KB or 1.44 MB in the case of 3 ½" diskettes.
2. Select the disk drive, A: or B:.
3. Verify that the diskette is the right kind, that it is blank, that it has been formatted, and that it has been placed in the correct drive. Once you are certain of this, place the cursor over <**OK**> and hit <ENTER>.
4. Wait until the process is complete. If the backup was successful, a message to that effect will appear and you will return to the main menu.

-Depending on the amount of information stored and the capacity of the drive, you may need more than one diskette.

-Have several diskettes ready, blank and formatted, just in this case. Label the diskette to identify it as a backup, and write down the date and time on the label.

If the process failed, you will see an error message.

In order to recover the backup data, use the **Restore Files** command.

1. Insert the diskette in the proper drive.
2. Select the drive in the dialogue box and hit <Enter>.

Wait until the transfer is complete. If it is successful, you will see a confirmation message and return to the main menu.